



Republic of the Philippines
 City / Municipality of Batangas
 Province of Batangas
OFFICE OF THE BUILDING OFFICIAL

DOCUMENTARY REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY
 (Single Dwelling Residential / Commercial / Industrial / Others)

FOR CERTIFICATE OF OCCUPANCY / CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) APPLICATION

- Filled-up Application Form for Certificate of Occupancy, FSIC and Notarized Application Form for Zoning
- Three (3) copies of duly notarized Certificate of Completion signed by the owner/applicant and signed and sealed by the duly licensed Architect or Civil Engineer in-charge of construction. If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer (CEO)
- 1 photocopy of FSEC & checklist of Fire Dept.
- 2 Photograph of the completed structure showing front, sides, and rear areas (Zoning & CEO)
- As built plan signed and sealed by Engineer in case of alteration
- Megger Test results (200 amp main breaker and above)
- PCAB license of contractor
- Logbook of daily activities at site signed and sealed by Engineer in charge of construction.
- Certificate of Mechanical Completion in case of commercial & industrial
- Affidavit of explanation if there is change of Engineer in charge
- Special Power of Attorney (if Representative)

REMARKS:

- Complete Documents
- Incomplete Documents (Please submit documents with unchecked boxes.)
 - Receiving Officer : _____
 - Date & Time Returned : _____
 - Signature of Applicant : _____

NOTES:

- All application forms are available in the OSCP and/or on the website.
- All the fully accomplished forms and requirements must be fastened in a LONG FOLDER except for the Drawing Plans and reports. **ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED.**
- **Bring this Checklist when submitting your application.**
Keep your Acknowledgement Follow up Slip at all times; "NO AFS, NO RELEASE"

**For updates and inquiries, please call OSCP at landline no.702-9217 within four (4) working days.*