



DOCUMENTARY REQUIREMENTS FOR CHANGE OF USE/OCCUPANCY

- 1. Duly accomplished Change of Use application form (4 original copies)
- 2. Signed and Sealed As-Built Plans (minimum size: A3) in 4 sets
- 3. Valid Licenses (PRC ID) & current PTR of all involved Professionals with specimen signatures (4-photocopies)
- 4. Owner's copy of approved Building Plans/As Built Plans Signed & Sealed by licensed professional (2-sets)
- 5. For applications filed by authorized representative: A Sworn Special Power of Attorney for the representative to file/follow up/signed application, and to claim decision on the application
- 6. Certification of the structural stability of the Building/Structure
- 7. Valid ID of applicant or authorized representative (4-photocopies)
- 8. Expanding Folder and Envelope (1 piece each) long size
- 9. Other documents as needed:

REMARKS:

- Complete Documents**
- Incomplete Documents** (Please comply documents with unchecked boxes)

Checked & Verified : _____
 Date & Time : _____
 Name of Applicant : _____
 Signature : _____

NOTES:

- All application forms are available at the OCBO
- 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 with when submitting your application