



**DOCUMENTARY REQUIREMENTS FOR OCCUPANCY PERMIT APPLICATIONS**  
**(Single Dwelling Residential/Commercial/Industrial/Others)**

- 1. Owner's copy of Approved Building Plans, Zoning Conformance, Building & Ancillary Permits, **only for application before the implementation of streamlining/automation** (4-photocopies)
- 2. As built plans in case there are changes, modifications and alterations in the approved building plans, signed and sealed by designed professionals and approved by the owner, (3 sets)
- 3. Duly accomplished Certificate of Completion Form and Certificate of Final Electrical Inspection (CFEI), 1-original copy, 2 photocopies
- 4. PCAB License for electrical works, MCB 200 amps and above, **if applicable** (1 original copy, 3 photocopies)
- 5. Duly accomplished Construction Logbook, signed & sealed by Project Engineer/Architect in-charge (1-copy)
- 6. Photograph of the completed structures showing front, side, rear and interior areas (2 copies each)
- 7. Valid Licenses (PRC ID) & current PTR of all involved professionals with dry seal & specimen signatures (4-photocopies)
- 8. Owner's copy of Fire Safety Checklist and Fire Safety Evaluation Clearance, **only before the implementation of automation** (3 photocopies)
- 9. 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 with valid ID (4-photocopies)
- 10. Expanding envelope & folder (1 piece each) long size
- 11. Other documents as maybe needed:  
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**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 when submitting your application