



**DOCUMENTARY REQUIREMENTS FOR CERTIFICATE OF ANNUAL INSPECTION**

- 1. Duly accomplished request form (1 original copy, 1 photocopy)
- 2. Owner's copy of an approved building plans
- 3. Owner's copy of approved Building and Ancillary Permits & Certificate of Occupancy of the base building (4 photocopies)
- 4. Certified True Copy of Tax Declaration for Land & Building (1-original copy, 3 photocopies)
- 5 Certificate of structural stability of the building (15 years and above) issued by a private structural/civil engineer who shall be jointly assume with the building owner criminal and civil liabilities in case of structural failure, collapse or damage within the next ten (10) years
- 6. Certificate of existing operational condition of all electrical facilities and equipment signed by Professional Electrical Engineer
- 7. Certificate of existing operational condition of elevator, escalator, hoisting equipment and other mechanical equipment/machineries signed by Professional Mechanical Engineer
- 8. 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)
- 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 Folder and Envelope (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 with when submitting your application