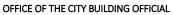


Republic of the Philippines City of Puerto Princesa Province of Palawan





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

 $\hfill \square$ 1. Owner's copy of Approved Building Plans, Zoning Conformance, Building &

Ancillary Permits, only for application before the implementation of streamlining/automation (4-photocopies)
\Box 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)
$\hfill \square$ 3. Duly accomplished Certificate of Completion Form and Certificate of Final Electrical Inspection (CFEI), 1-original copy, 2 photocopies
\Box 4. PCAB License for electrical works, MCB 200 amps and above, if applicable (1 original copy, 3 photocopies)
$\hfill \Box$ 5. Duly accomplished Construction Logbook, signed & sealed by Project Engineer/Architect in-charge (1-copy)
\Box 6. Photograph of the completed structures showing front, side, rear and interior areas (2 copies each)
\Box 7. Valid Licenses (PRC ID) & current PTR of all involved professionals with dry seal & specimen signatures (4-photocopies)
\square 8. Owner's copy of Fire Safety Checklist and Fire Safety Evaluation Clearance, only before the implementation of automation (3 photocopies)
\square 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)
\square 10. Expanding envelope & folder (1 piece each) long size
□ 11. Other documents as maybe needed:
REMARKS:
□ Complete Documents
☐ Incomplete Documents (Please comply documents with unchecked boxes)
Checked & Verified :

NOTES:

Name of Applicant Signature

- 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