



Republic of the Philippines
City of San Juan
Province of Metro Manila



OFFICE OF THE BUILDING OFFICIAL

ONE-STOP SHOP

DOCUMENTARY REQUIREMENTS FOR OCCUPANCY PERMIT APPLICATION

(Single Dwelling Residential / Commercial / Industrial / Others)

Name of Applicant / Owner: _____

Project Title: _____

Location of Project: _____

Telephone / Mobile No.: _____

Documents to be submitted fastened in a long folder:

Application No. _____

	DOCUMENTS	REQUIREMENT	RECEIVED	VERIFIED
1.	APPLICATION FORMS (notarized and duly signed & sealed by an Architect / Engineer) - Unified Application form for Certificate of Occupancy and Fire Safety Inspection Certificate - Certificate of Completion - Endorsement Form	3 copies		
2.	Colored photocopies of PRC ID & PTR with original signed & sealed	2 copies		
3.	Barangay Clearance for Occupancy Permit (OBO)	1 original		
4.	Photocopy of the Approved Building Permit including Ancillary Permits, Locational Clearance Certificate, Fire Safety Evaluation Certificate (FSEC)	2 sets		
5.	Approved Building Plans duly signed and sealed by an Architect / Engineers in their respective fields	1 set		
6.	As-Built Plans duly signed and sealed by an Architect / Engineers in their respective fields	3 sets		
7.	Approved (Local Zoning Board Administration) LZBA Resolution or Council Resolution (if applicable)			
8.	Duly accomplished daily Construction Logbook			
9.	Fire Safety Inspection Certificate (FSIC)	original		
10.	Site photos of the building / structure			
11.	Earthquake Recording Instrument (ERI) Certificate of Installation and Certificate of Use, if covered by NBCDO MC No. 01 series of 2015 (if applicable)			
12.	CEDULA			

Received by: _____

Date: _____