

APPLICATION FOR...



Republic of the Philippines  
Municipality of San Juan, Metro Manila  
**OFFICE OF THE BUILDING OFFICIAL**

Sir:

Pursuant to provision of Section 309 of the National Building Code P.D. 1096 May I request for a Certificate of Occupancy of the building covered by Official Receipt No. \_\_\_\_\_ issued on \_\_\_\_\_.

Kind of Building \_\_\_\_\_  
(Residential, Commercial, Store, etc.)

Class (Wood, Concrete, etc.) \_\_\_\_\_

Location \_\_\_\_\_

Area \_\_\_\_\_

No. of Storey \_\_\_\_\_

Owner

Address

Res. Cert. No.

Tax Account No.

1<sup>st</sup> Indorsement  
Respectfully forwarded to the Chief of Department for Comment Approval.

**ROMEO B. GONZALES**  
Building Official

Municipality of San Juan  
**OFFICE OF THE BUILDING OFFICIAL**  
San Juan, Metro Manila

1st Indorsement

20

2nd Indorsement

20

**CHIEF OF S.J.F.D.**

**BUILDING INSPECTOR**

3rd Indorsement

20

4th Indorsement

20

**PLUMBING INSPECTOR**

**ZONING ADMINISTRATOR**

5th Indorsement

20

**MECHANICAL INSPECTOR**



## CERTIFICATE OF COMPLETION

THE BUILDING OFFICIAL

AREA CODE NO. 7405-A

THIS IS TO CERTIFY THAT THE CONSTRUCTION OF THE BUILDING COVERED BY BUILDING PERMIT NO. \_\_\_\_\_ ISSUED ON \_\_\_\_\_ HAS BEEN COMPLETED IN ACCORDANCE WITH THE APPROVED PLANS AND SPECIFICATIONS ON FILE WITH THE OFFICE OF THE BUILDING OFFICIAL AND THE NATIONAL BUILDING CODE" (P.D. 1096).

THAT THE SAID BUILDING AND/OR STRUCTURE IS READY FOR FINAL INSPECTION FOR THE ISSUANCE OF THE "CERTIFICATE OF OCCUPANCY"

Name of Owner \_\_\_\_\_  
(LAST NAME) (GIVEN) (MIDDLE)

Address of Owner \_\_\_\_\_

Location of Construction \_\_\_\_\_

Use or Type of Occupancy \_\_\_\_\_

Date of Start of Construction:

Proposed \_\_\_\_\_ Actual \_\_\_\_\_

Date of Completion:

Expected \_\_\_\_\_ Actual \_\_\_\_\_

Total Floor Area (sq./meters)

Estimated \_\_\_\_\_ Actual \_\_\_\_\_

No. of Storeys \_\_\_\_\_ Actual Height \_\_\_\_\_

Estimated Cost: P \_\_\_\_\_

Actual Cost: P \_\_\_\_\_ (for statistical purposes only)

a) Materials (Total Cost) P \_\_\_\_\_

1. Cement (Bags)
2. Lumber (Cubic meter)
3. Reinforcing Bars (Kg.)
4. No. of G.I. Sheets
5. Pre-Fab Structural Steel (Kg.)

b) Direct Labor (Total Cost) P \_\_\_\_\_

This includes compensation whether by salary or contract for project Architect/ Engineer down to laborers.

c) Rental of equipment (if any) \_\_\_\_\_

d) other costs: P \_\_\_\_\_

THIS INCLUDES PROFESSIONAL SERVICE FEES, PERMITS AND OTHER FEES.  
IF CONSTRUCTION IS UNDERTAKEN BY CONTRACT

CONFORME:

\_\_\_\_\_  
Architect/Civil Engineer  
In-Charge of Construction

\_\_\_\_\_  
Owner/Applicant

\_\_\_\_\_  
Contractor  
PRC Reg. No. \_\_\_\_\_ Class \_\_\_\_\_  
TAN \_\_\_\_\_ Res. Cert. \_\_\_\_\_  
Address \_\_\_\_\_