



Republic of the Philippines
 City of San Juan
 Metro Manila



OFFICE OF THE BUILDING OFFICIAL

**UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY
 AND FIRE SAFETY INSPECTION CERTIFICATE**

FULL PARTIAL

Building Permit No. : _____
 Date Issued : _____
 FSEC No. : _____
 Date Issued : _____

 (Date)
 Name of Owner / Permittee: _____
 (Last Name) (Given Name) (Middle Initial)

Address of Owner / Permittee: _____ ZIP Code: _____
 _____ Tel. No.: _____

E-MAIL ADDRESS (Required): _____

Requirements:

- Issued Building Permit and Plans (1 set)
- Issued Fire Safety Evaluation Clearance (FSEC)
- Construction Logbook, signed and sealed by the owner's Architect or Civil Engineer who undertook full-time inspection and supervision
- Barangay Clearance for Occupancy
- Photos of Site / Project showing substantial completion
- Other documents deemed necessary: (Specify) _____
- Certificate of Completion, duly notarized
- As-Built Plans and Specifications, duly signed and sealed by respective design professionals (2 sets)

Name of Project: _____

Location of Project: _____

Use/Character of Occupancy : _____
 No. of Storey/s : _____
 No. of Units : _____
 Total Floor Area (Square Meters) : _____
 Date of Completion : _____

Submitted by: _____

Attested by: _____
 (FULL-TIME INSPECTOR OR SUPERVISOR OF CONSTRUCTION)

OWNER / PERMITTEE
 (Signature Over Printed Name)

ARCHITECT / CIVIL ENGINEER
 (Signed and Sealed Over Printed Name)

Date _____

Community Tax Certificate No.: _____

Date Issued: _____

Place Issued: _____

PRC No.	Validity	
PTR No.	Date Issued	
Issued at	TIN	
CTC No.	Date Issued	Issued at