REPUBLIC OF THE PHILIPPINES
City of San Juan, Metro Manila

OFFICE OF THE CITY BUILDING OFFICIAL

Pinaglabanan Street corner Dr. P.A. Narciso Street,
San Juan City Hall, San Juan City, Metro Manila
Tel. No. 8654-0747 Email: citybuilding@sanjuancity.gov.ph

Sir:

Pursuant to the provisions of Section 309 of the National Building Code of the Philippines, 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 / Applicant
(Signature Over Printed Name)

_____
Address

_____
Government Issued ID No.

_____
Tax Account No.

1st Endorsement

Respectfully forwarded to the Chief of Department for Comment / Approval

ARCH. ALFREDO G. GARCIA
OIC - CITY BUILDING OFFICIAL
(Signature Over Printed Name)

Date_____

1st Indorsement

_____, 20_____

_____

_____

_____

_____

CHIEF OF S.J.F.D

2nd Indorsement

_____, 20_____

_____

_____

_____

_____

ZONING ADMINISTRATOR

3rd Indorsement

_____, 20_____

_____

_____

_____

_____

BUILDING INSPECTOR

4th Indorsement

_____, 20_____

_____

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_____

PLUMBING INSPECTOR

5th Indorsement

_____, 20_____

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_____

ELECTRICAL INSPECTOR

6th Indorsement

_____, 20_____

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_____

_____

MECHANICAL INSPECTOR

7th Indorsement

_____, 20_____

_____

_____

_____

_____

ELECTRONICS INSPECTOR