

REQUIREMENTS FOR OCCUPANCY PERMIT

1. Certificate of Completion (3 copies)
 2. As Built Plan (3 set copies)
 - Architectural, Structural, Plumbing, Electrical
 - Blue Print, White Print, or A3
 3. Log Book (1 copy)
 4. Specimen signature, xerox copy of PTR and PRC ID of Engineers (and Architect) concern (1 copy)
 5. Barangay Clearance **for Occupancy**
 6. Fire Safety Inspection Permit
 7. Form of Ownership (Contract of Lease/Deed of Sale) or notarized Authorization letter from the lot owner
 8. TCT, Tax Declaration of Real Property, and Tax Receipt (converted to Residential / Commercial)
 9. Actual Photo of the Structure (Front, Rear, Left, Right)
 10. Bill of Materials
- *Representative needs Authorization from the owner