



CHECKLIST OF REQUIREMENTS CERTIFICATE OF OCCUPANCY

- Three (3) copies of duly accomplished Application Form for Certificate of Occupancy
- Three (3) copies of duly accomplished and notarized form for Certificate of Completion
- Three (3) sets of As-Built Plans showing the deviations made from the approved building plans, prepared, signed and sealed over the printed names of the duly licensed and registered professionals who signed the approved building plans
- Certification from the Geodetic Engineer that the construction, alteration, repair or addition did not encroach any adjoining property (*incorporated in the first page of As-Built Architectural Design Plans*)

I HEREBY CERTIFY as a duly licensed Geodetic Engineer that the newly constructed/renovated/repared _____ is within the boundaries of Lot _____, Psd-_____, located at _____, Legazpi City and did not encroach any adjoining property.

Geodetic Engineer

PRC No. : _____
PTR No. : _____
Issued on : _____
Issued at : _____
Date : _____

- One (1) photocopy of latest PRC Identification Card and Professional Tax Receipt, signed (three specimen signatures) and sealed by the respective design professionals
- Duly accomplished Construction Logbook with Certification from the duly licensed and registered Civil Engineer or Architect-In-Charge of construction

I HEREBY CERTIFY that the newly constructed/renovated/repared _____ with Building Permit No. _____ issued on _____, was completed in accordance with the approved plans and specifications, and in conformance with the provisions of the National Building Code of the Philippines, Accessibility Law and other pertinent laws/referral codes.

FURTHER CERTIFIES that the building was completed to be structurally sound, aesthetically functional and generally safe for occupancy for the purpose it was built.

Civil Engineer or Architect

PRC No. : _____
PTR No. : _____
Issued on : _____
Issued at : _____
Date : _____

- Photographs of the completed structure showing front, sides and rear areas
- Fire Safety Compliance and Commissioning Report (FSCCR), if applicable (*as prescribed by the provisions of the Revised IRR of Fire Code of the Philippines*)

NOTE:

- The **contents of all design plans/drawings, specifications and other documents** prepared by the respective design professionals must be based from the requirements as prescribed by the provisions of **Rule III, Section 302 (Application for Permits) of the Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096)** and the latest **Zoning Ordinance** of the City
- Only **COMPLETE** and **COMPLIANT** applications will be accepted
- **"SIMPLE STRUCTURES,"** under JMC 2018-01, are defined as structures with a maximum floor area of 1,500 sq. m., which covers the following types of structures: (a) Single dwelling residential of not more than three (3) storeys; (b) Commercial buildings of not more than two (2) storeys; (c) Renovation within a mall with issued Building Permit; and (d) Warehouse storing non-hazardous substance.

REQUIRED SIZE OF BUILDING PLANS

- **A3 (297 mm x 420 mm) or Standard Size** for **RESIDENTIAL BUILDINGS**
- **Standard Size (20" x 30" or 30" x 40")** for **COMMERCIAL AND OTHER BUILDING TYPES**
- Plans must be drawn to scale of not less than **1:100 m** showing readable/clear/complete labels, dimensions and specifications