

# How to start your CERTIFICATE OF OCCUPANCY APPLICATION

1

Go to our website  
<https://legazpi.gov.ph/online-services-services/>  
and click Online Transactions image  
then click **Certificate of Occupancy Application**

2

Proceed with the online application and duly  
accomplish all the required fields

3

Once the online application has been  
completed, print the system-generated  
application forms (Application for Certificate of  
Occupancy and Certificate of Completion) and  
have them signed and sealed by the concerned  
professionals and the applicant/owner.

4

Submit scanned or e-copies of the following documents at  
[certoccupancyapp.obolegazpi@gmail.com](mailto:certoccupancyapp.obolegazpi@gmail.com)

With your Tracking Number as the Subject:

1. Duly accomplished Unified Application Form for Certificate of Occupancy
2. Duly accomplished and notarized form for Certificate of Completion
3. Latest PRC Identification Card and Professional Tax Receipt of the respective professionals, and
4. Photographs of the completed structure showing front, sides, and rear areas.

5

Wait for our text message or e-mail for the schedule of inspection.  
Hard copies of all the requirements should be ready and will be  
checked during the inspection.

## REMINDER

*Take note of your **Tracking Number** which will serves as reference for completing and submitting your application*