



## CHECKLIST OF REQUIREMENTS CERTIFICATE OF OCCUPANCY APPLICATION

- Three (3) copies of duly accomplished Application Form for Certificate of Occupancy (accomplished and printed through the city's website, legazpi.gov.ph or filipizen.com/partner/albay\_legazpi/services)
- Three (3) copies of duly accomplished and notarized form for Certificate of Completion (accomplished and printed through the city's website, legazpi.gov.ph or filipizen.com/partner/albay\_legazpi/services)
- Three (3) sets of As-Built Plans showing the deviations/changes/modifications/alterations/amendments made from the approved building plans, prepared, signed and sealed over the printed name of the respective duly licensed and registered professionals (in case there are changes in the building plans covered by the issued Building Permit)
- 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 Geodetic/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 structure with substantial completion showing front, sides and rear areas
- Affidavit of Undertaking (for the change of the duly licensed and registered professionals who signed the approved building permit documents, if applicable)
- 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

### 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