



**DOCUMENTARY REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY
(Single Dwelling Residential / Commercial / Industrial / Others)**

Name of Applicant: _____ Project Description: _____ Date: _____
Location of Project: _____ Contact Number: _____

CHECKLIST OF REQUIREMENTS

- Three (3) copies of duly notarized Certificate of Completion Form, signed by the owner/applicant and signed and sealed by the duly licensed Architect or Civil Engineer in-charge of construction, and one copy of the construction logbook. If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer.
- One (1) photocopy of the Valid licenses of all involved Professionals (e.g. Professional Tax Receipt and the Professional Regulation Commission identification card)
- Photograph of the completed structure showing front, sides and rear areas

REMARKS:

- Complete Documents
- Incomplete Documents (Please comply documents with unchecked boxes.)

Name of Receiving Officer : _____
Date & Time Returned : _____
Signature of Applicant : _____

NOTES:

- All application forms are available in the Office of the Building Official and/or on the website.
- All the fully accomplished forms and requirements must be fastened in a LONG FOLDER except for the Drawing Plans and reports. **ONLY COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED.**
- **Bring this Checklist with detachable Claim Stub when submitting your application. Keep your CLAIM STUB at all times; "NO CLAIM STUB, NO RELEASE"**

CLAIM STUB

Application No. : _____
Time & Date Applied/Submitted : _____
Return Date : _____
Receiving Officer : _____
(Signature over Printed Name)
Name of Applicant/Owner : _____
Location of Project : _____
Project Title : _____

**For updates and inquiries, please call OBO/MEO at 798-0391 loc 3647 or email at meobaliwag@gmail.com within 4 working days.*

NOTE: Bring this claim stub upon claiming the Order of Payment/Building Permit, FSEC & other documents.