



LOCAL BUILDING OFFICIAL DIVISION

CHECKLIST of REQUIREMENTS IN SECURING CERTIFICATE OF OCCUPANCY

(FM-CSFP-QMS-28 / Revision No. 02 / 02-17-2017)

*Only applications with **COMPLETE** requirements will be accepted.
Please include this checklist when submitting the below stated documents.

Technical Documents:

Two (2) copies for each of the following Certificates of Completion duly accomplished by the contractor (if the construction is undertaken by contract) and all originally signed and sealed by the architect or engineer in-charge of construction works:

_____ Certificate of Completion – Building (**DPWH FORM NO. 77-004-B**)

_____ Certificate of Completion – Sanitary/Plumbing (**FM-LBOD-22**)

_____ Certificate of Final Electrical Inspection/ Completion (**DPWH FORM NO. 77-006-E**)

_____ Certificate of Completion – Mechanical (**FM-LBOD-27**)

_____ Construction Logbook Sheet with Folder (DPWH Form No. 77-011-B) – all originally signed and sealed by the architect or civil engineer in-charge of the construction works.

_____ Two (2) copies of As-built plans and specifications (if necessary) – jointly and originally signed and sealed by the designing architect or civil engineer and the architect or civil engineer in-charge of the construction and signed by the contractor (if the construction is undertaken by contract) and confirmed by the owner.

_____ Additional document/s required by the inspector/s as written on the Occupancy Inspection/Evaluation Report (**FM-LBOD-16**)

_____ Owner's Copy of the approved Building Plans and photocopies of Building, Sanitary/Plumbing, Electrical and Mechanical Permits (for presentation during the conduct of ocular inspection)

**Ocular Inspection (to be scheduled by the Local Building Official Division)*

Legal Documents:

_____ One (1) copy of Affidavit (change of in-charge of construction), duly notarized

_____ One (1) copy of Corporate Secretary's Certificate authorizing the signatory

Clearances:

_____ Fire Safety Inspection Certificate (**FM-BFP-19**) from Bureau of Fire Protection

Requirements in securing FSIC (**FM-BFP-19**):

a. Endorsement from Building Official

b. Location Sketch

c. Photocopy of Official Receipt of Building Permit fee or Order of Payment (**FM-LBOD-08**)

d. Building Permit or Certificate of Completion (Building)

e. Photocopy of Official Receipt of Zoning/ Locational Clearance fee or Zoning Certificate/ Location Clearance

f. Bill of Materials

_____ One (1) copy of DPWH Clearance for projects along national roads