



Republic of the Philippines
Province of Pampanga
CITY OF SAN FERNANDO



OFFICE OF THE CITY BUILDING OFFICIAL

CHECKLIST of REQUIREMENTS IN SECURING CERTIFICATE OF OCCUPANCY/USE

(FM-CSFP-QMS-28; Revision No. 03; 02/08/2021)

- Only applications with **COMPLETE** requirements will be accepted by the Office of the City Building Official (OCBO).
- Please include this checklist when submitting the below stated documents.

Technical Documents:

_____ Three (3) copies Unified Application Form for Certificate of Occupancy/Use **(FM-OCBO-15)**, duly notarized

_____ 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-OCBO-22)**

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

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

_____ Construction Logbook Sheet **(DPWH Form No. 77-011-B)** with folder – 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

_____ One (1) electronic copy of Photograph of the completed structures showing front, sides and rear areas (preferably jpeg format)

_____ One (1) copy of Valid Professional Licenses and Latest PTR with 3 specimen signature, seal

_____ Additional document/s required by the inspector/s as written on the Certificate of Occupancy/Use Joint Inspection Report **(FM-OCBO-16)**, if necessary – *to be submitted after the conduct of inspection*

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

_____ One (1) copy Special Power of Attorney/ Authorization Letter, if necessary

_____ Any of the following will be required in cases when the applicant is not the registered owner (1 original copy):

_____ Corporate Secretary's Certificate – for corporation

_____ Special Power of Attorney

_____ Notarized Authorization Letter

Clearances:

_____ Fire Safety Inspection Certificate **(FM-BFP-19)** from Bureau of Fire Protection - **to be facilitated by OCBO**

_____ Photocopy of Official Receipt of Building Permit Fee or Order of Payment for Building Permit **(FM-OCBO-08)**, if applicable – for Building Permit applications in the year 2013 and below

_____ Photocopy of Official Receipt of Zoning/ Locational Clearance Fee or Zoning Certificate/ Locational Clearance, if applicable – for Building Permit applications dated September 2019 and below

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