



REQUIREMENTS IN SECURING CERTIFICATE OF OCCUPANCY

Pursuant to Section 309 of the National Building Code (PD 1096), no building or structure shall be used or occupied and no change in the existing use or occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefor.

To secure a Certificate of Occupancy, the following procedure shall be followed:

The owner/applicant shall submit to the Building Official the following documents:

1. Certificate of completion together with the logbook and the Building Inspection Sheet duly accomplished by the contractor (if the construction is undertaken by contract) and signed and sealed by the Architect or Civil Engineer in-charge of the construction work. Said architect or civil engineer may hire the services of one or more project inspector/s to assist in the full time inspection and supervision of all aspects by the construction. Said project inspector/s must be qualified professional/s, who is/are duly registered architect/s, master electrician/s, master plumber/s, etc.
2. As-built plans and specifications jointly 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. Said plans and specifications shall reflect faithfully all changes, modifications and alteration made on the originally approved plans and specifications which are the basis of the issuance of the original building permit.
3. Photocopies of the duly approved permits:
 - a. Building Permit
 - b. Electrical Permit
 - c. Sanitary/Plumbing
 - d. Mechanical Permit
 - e. Locational Clearance
 - f. Environmental Compliance Certificate
 - g. Others (specify) _____

NOTE:

Pursuant to Section 304 of the National Building Code, all such changes, modifications and alterations shall likewise be approved by the Building Official and the subsequent amendatory permit therefor issued before any work on said changes, modifications and alterations shall be started. The as-built plans and specifications may be just an orderly and comprehensive compilation of all documents which include the originally approved plans and specification and all amendments thereto as actually built or they may be entirely new set of plans and specifications accurately describing and/or reflecting therein the building as actually built.