



Republic of the Philippines
Department of Public Works and Highways
City of Cagayan de Oro
Province of Misamis Oriental

OFFICE OF THE BUILDING OFFICIAL

DOCUMENTARY REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY
(Single dwelling residential / commercial / Industrial / Others)

FOR CERTIFICATE OF OCCUPANCY / CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) APPLICATION

- Filled-up Unified Application Form for Certificate of Occupancy
Three (3) copies of duly notarized Certificate Of Completion using the form in Annex H, signed by the owner / applicant and signed by the duly licensed Architect or Civil Engineer in-charge of construction.
One (1) copy of the construction logbook
One (1) set of Filled-up Electrical Connection Order Form for each electrical meter
One (1) copy of the issued Approved Building Plans and Ancillary Permits
One (1) photocopy of Issued Fire Safety Evaluation Clearance (FSEC)
One (1) photocopy of the Valid License 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
One (1) photocopy of the Tax Dec of the Building

REMARKS:

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

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

Notes:

- All application forms are available in the OSCP and /or on the website.
All the fully accomplished forms and requirements must be fastened in a LONG EXPANDED ENVELOPE except for the Drawing Plans.
ONLY A 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 and Date Applied / Submitted :
Return Date :
Receiving Officer :
(Signature of Printed Name)



Name of Applicant/ Owner :
Location of Project :
Project Title :

*For updates and inquiries, please call us at 881-2131 / 09750382125 within four (4) working days.

NOTE: Bring this claim upon the Order of Payment / Certificate of Occupancy, FSIC & other documents.