



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

OFFICE OF THE BUILDING OFFICIAL

**UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY
AND FIRE SAFETY INSPECTION CERTIFICATE**

FULL PARTIAL

Building Permit No.: _____
Date Issued : _____
FSEC No. : _____
Date Issued : _____

_____ Date

Name of Owner / Permittee: _____
(Last Name) (Given Name) (Middle Initial)

Address of Owner/Permittee: _____ ZIP Code: _____

_____ Tel. No. : _____

Requirements submitted:

- Issued Building Permit and Plans (1 set)
 - Construction Logbook, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection and supervision
 - Photos of Site/ Project showing substantial completion
 - Certificate of completion, duly notarized
 - As-Built Plans and Specification, duly signed and sealed by respective design professional (if there are changes made from the submitted plans (4 sets)
- Issued Building Permit and Plans (FSEC)
 - Other documents deemed necessary: (Specify)

Name of Project: _____

Location of Project: _____

Use/Character of Occupancy: _____
No. of Storey/s: _____
No. of Units: _____
Total Floor Area (Square Meter): _____
Date of Completion: _____

Submitted by:

OWNER / PERMITTEE
(Signature over Printed Name)
Community Tax Certificate No. _____
Date Issued: _____
Place Issued: _____

Attested by:

FULL-TIME INSPECTOR OR SUPERVISOR OF CONSTRUCTION

ARCHITECT OR CIVIL ENGINEER
(Signed and Sealed Over Printed Name)
Date: _____

PRC No.	Validity	
PTR NO.	Date Issued	
Issued at	TIN	
CTC No.	Date Issued	Issued at