

Republic of the Philippines  
City of Baguio  
Province of Benguet

OFFICE OF THE BUILDING OFFICIAL

APPLICATION FOR CERTIFICATE OF OCCUPANCY

☐ FULL ☐ PARTIAL

Building Permit No. : \_\_\_\_\_  
Date Issued : \_\_\_\_\_

\_\_\_\_\_  
(Date)

Name of Owner/Applicant: \_\_\_\_\_  
(Last Name) (Given Name) (Middle Initial)

Address of Owner/Applicant: \_\_\_\_\_ ZIP Code: 2600  
Tel. No.: \_\_\_\_\_

Requirements Submitted:

- ☐ Approved Building Permits and Plans
- ☐ Issued Fire Safety Inspection Certificate (FSIC)
- ☐ Daily Construction Works Logbook
- ☐ Other documents deemed necessary: (Specify)
- ☐ Photos of Site/Project showing substantial completion
- ☐ Certificate of Completion, duly notarized
- ☐ As-Built Plans and Specifications, duly signed and
- ☐ Sealed by respective professional discipline
- (if changes were made from the approved building plans)

Name of Project: \_\_\_\_\_  
Location: \_\_\_\_\_ BAGUIO CITY  
(Lot No.) (Blk. No.) (Street) (Barangay) (City/Municipality)

Use/Character of Occupancy: \_\_\_\_\_  
No. of Storeys: \_\_\_\_\_  
No. of Units: \_\_\_\_\_  
Total Floor Area (Square meter): \_\_\_\_\_  
Date of Completion: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
**OWNER/APPLICANT**  
(Signature over Printed Name)  
Community Tax Certificate: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Place Issued: \_\_\_\_\_

Attested by:  
**FULL-TIME SUPERVISOR OR INSPECTOR 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