



Republic of the Philippines  
MUNICIPALITY OF SAN RAFAEL  
Province of Bulacan

## UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY

☐ FULL

☐ PARTIAL

THIS ALSO APPLIES FOR: ☐ FIRE SAFETY INSPECTION CERTIFICATE

Building Permit No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

FSEC No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

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

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

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

### Requirements submitted:

- ☐ 3 copies of Certificate of Completion, duly notarized
- ☐ Construction Logbook, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection and supervision
- ☐ As-Built Plans, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection and supervision
- ☐ 1 photocopy of the valid licenses of all involved Professionals
- ☐ Captioned photographs of Site and Completed Building/Structure showing front, sides and rear areas,
- ☐ Yellow Card issued by the Electrical Service Provider

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Use/Character of Occupancy: \_\_\_\_\_

No. of Storey/s: \_\_\_\_\_

No. of Units: \_\_\_\_\_

Total Gross Floor Area (Square Meters): \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
APPLICANT/OWNER

(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