



Republic of the Philippines  
Municipality of SAN VICENTE

OFFICE OF THE BUILDING OFFICIAL  
APPLICATION FOR CERTIFICATE OF OCCUPANCY



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:**

- |  |  |
|--|--|
| <input type="checkbox"/> Issued Building Permit and Plans (1set)   | <input type="checkbox"/> Issued Fire Safety Evaluation Clearance (FSEC)                |
| <input type="checkbox"/> Construction Logbook, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection and supervision   | <input type="checkbox"/> Other documents deemed necessary: (Specify)<br>_____<br>_____ |
| <input type="checkbox"/> Photos of Site / Project showing substantial completion   |  |
| <input type="checkbox"/> 4 Sets Certificate of Completion, duly notarized  |  |
| <input type="checkbox"/> As-Built Plans and Specifications, duly signed and sealed by respective design professionals ( <i>whether or not there are changes made from the submitted building plans</i> ) (4sets) |  |

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

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

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

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

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

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

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