

## **NATIONAL BUILDING CODE (PD 1096) – SECTION 309. CERTIFICATE OF OCCUPANCY**

“No building or structure shall be used or occupied and no change in the existing use or occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefor as provided in this Code.”

### **REQUIREMENTS FOR SECURING CERTIFICATE OF OCCUPANCY:**

#### **I. Accomplished Prescribed Application Forms:**

- **3 copies Application Form**
- **3 copies Certificate of Completion - Duly Notarized**
- **3 copies Certificate of Final Electrical Inspection**

#### **II. 3 photocopies of Approved Building Plans**

- a. In cases when there are changes in the approved building plans:
  - **3 sets of As-Built Plans - Signed & Sealed over the printed names of the duly licensed and registered professionals and signed by the owner**

#### **III. 3 photocopies of updated PRC ID and PTR of all involved professionals who signed & sealed the plans**

#### **IV. 3 photocopies of the Approved Building and Ancillary Permits**

#### **V. 3 photocopies of the Issued Locational Clearance**

#### **VI. 3 copies of Picture of the completed structure showing front, sides, and rear areas**