

## **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**