



Republic of the Philippines  
City of San Juan, Metro Manila  
**OFFICE OF THE BUILDING OFFICIAL**



**APPLICATION FORM FOR  
ANNUAL INSPECTION & CERTIFICATE OF USE**

Building Permit No. : \_\_\_\_\_  
Date Issued : \_\_\_\_\_  
FSIC No. : \_\_\_\_\_  
Date Issued : \_\_\_\_\_  
Bus. Permit Acct. Code : \_\_\_\_\_

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

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

Address of Owner / Permittee: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

\_\_\_\_\_ Tel. No.: \_\_\_\_\_

E-MAIL ADDRESS (Required) \_\_\_\_\_ Mobile No.: \_\_\_\_\_

**Requirements:**

- ☐ Contract of Lease (if applicable)  
☐ Tax Declaration (for Building Owner/s)  
☐ Photocopy of Unified Application Form for Business

Business Name: \_\_\_\_\_

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: \_\_\_\_\_

SUBSCRIBED SWORN TO BEFORE ME THIS \_\_\_\_\_  
AT THE CITY/MUNICIPALITY OF \_\_\_\_\_ AFFIANT EXHIBITED  
TO ME HIS/HER RES. CERT. NO. \_\_\_\_\_ ISSUED AT \_\_\_\_\_  
ON \_\_\_\_\_

\_\_\_\_\_  
ADMINISTERING OFFICER

DOC. NO. \_\_\_\_\_  
PAGE NO. \_\_\_\_\_  
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