



**CHECKLIST IN SECURING Certificate of Occupancy**  
**Pursuant to P.D. 1096, National Building Code of the Philippines and its IRR**

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**Forms:** *To be Accomplished on BuildPASS website ([buildpass.baguio.gov.ph](http://buildpass.baguio.gov.ph))*

- a. Unified Application Form for Certificate of Occupancy
- b. Certificate of Completion
- c. Certificate of Sanitary – Plumbing Inspection
- d. Certificate of Final Electrical Inspection – Form E-05
- e. Certificate of Inspection Mechanical Installation

**Documentary Requirements: to be uploaded**

- I. Authorization Letter of Special Power of Attorney from Owner to Submit, follow-up, and receive approved permits
- II. Building Perspective: Front elevation, Rear Elevation, Right Side Elevation, Left Side Elevation
- III. Construction Logbook (Signed and Sealed by Civil Engineer or Architect **or**; Affidavit of Loss (for Loss construction logbook)
- IV. Location Sketch
- V. Picture of Building / Structure
- VI. Applicant's valid ID
- VII. Certification of Electrical Engineer / Master Electrician in charge of installation
- VIII. Photo of Trees Planted

**Documentary Requirements – Existing from Building Permit Application**

- IX. Photocopy of updated Professional Tax Receipt and Professional Identification Card (PRC ID) of all professional signatories in the application forms and plans
- X. Approved Building Permit
- XI. Approved Sanitary Permit
- XII. Approved Electrical Permit
- XIII. Approved Electronics Permit – If applicable
- XIV. Approved Mechanical Permit – If applicable

**CERTIFICATES:** *to be forwarded by other departments to CBAO*

*Tree Planting Certification*

*Fire Safety Inspection Certificate*

**\*\*All files that will be uploaded should be in PDF format**