

**REPUBLIC OF THE PHILIPPINES
CITY OF ROXAS
PROVINCE OF CAPIZ**

UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY

FULL

PARTIAL

THIS ALSO APPLIES FOR: FIRE SAFETY INSPECTION CERTIFICATE

Building Permit No.: _____
Date Issued : _____
FSEC No. : _____
Date Issued : _____

(Date)

Name of Applicant/Owner: _____
(Last Name) (Given Name) (Middle Initial)

Address of Applicant/Owner: _____

ZIP Code: _____ Contact No.: _____

Requirements submitted:

- 3 copies of Certificate of Completion, duly notarized
- Construction Logbook, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection and supervision
- As-Built Plans, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection and supervision
- 1 photocopy of the valid licenses of all involved Professionals
- Captioned photographs of Site and Completed Building/Structure showing front, sides and rear areas,
- Yellow Card issued by the Electrical Service Provider

Name of Project: _____

Location of Project: _____

Use/Character of Occupancy: _____

No. of Storey/s: _____

No. of Units: _____

Total Gross Floor Area (Square Meters): _____

Date of Completion: _____

Submitted by:

APPLICANT/OWNER

(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