Republic of the Philippines
City of Batac
Province of Ilocos Norte

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