

## OCCUPANCY PERMIT REQUIREMENTS

1. **FIRE SAFETY CERTIFICATE** ( Xerox copy ) - Chief of Local Fire Department Located at

Maunlad Homes Subd., Mojon City of Malolos

2. **CERTIFICATE OF COMPLETION:** ( Accomplished by the contractor if the construction  
Is under taken by the contractor)

☐ *Architectural/Structural* - signed & sealed by a duly licensed Architect / Civil Engr.

☐ *Electrical* - signed & sealed by a licensed Prof. Electrical Engineer /  
registered Prof. Electrical Engineer

☐ *Sanitary* - signed & sealed by licensed Sanitary Engineer / Master

☐ *Mechanical* - signed & Sealed by a licensed Prof. Mechanical Engr./ Mechanical Engr.

3. **AS-BUILT PLAN & SPECIFICATION** - signed & sealed by the designing Architect &  
Civil Engineer, Structural Engineer (for three (3) storey building & above), Sanitary Engr.  
/ Master Plumber, Prof. Electrical Engineer, Mechanical Engineer

4. **Xerox copy of :**

☐ Building Permit ☐ Sanitary Permit ☐ Electrical Permit ☐ Mechanical Permit

5. **Picture of the Building :** (Front & Rear, Left & Right Side, Inside View, Service Entrance Wiring)

6. **BARANGAY CLEARANCE** – Occupancy Permit

7. **Community Tax Receipt (CTC) & Valid I.D. :** ☐ Applicant/s ☐ Representative

8. **Tax Receipt** – xerox copy(current year)

9. **Other Requirments :**

a. **Commercial & Industrial Building :**

☐ Environmental Compliance Cert. (ECC) ☐ Accessibility Plans (Batas Pambansa 344)

b. **Cellsite & Telecommunication Tower :**

**Submitted by :**

☐ Owner

☐ Representative :

Address: \_\_\_\_\_

Contact No. : \_\_\_\_\_

**REMARKS :**

- ☐ Sanguniang Panlungsod & Barangay Resolution
- ☐ No Neighbor Certificate from Brgy. Council
- ☐ Cert. from the office of Agrarian Reform
- ☐ Air Transportation Office (ATO) Clearance
- ☐ Environmental Compliance Cert. (ECC)
- ☐ Health Clearance – Dept. of Health

- *Provided Two (2) Long Folder & Two (2) Long Envelope*

For Inquiry :  
- Ryan (044) 791 -1108

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