



### CHECKLIST IN SECURING OCCUPANCY PERMIT

- I. Pursuant to P.D. 1096 and its Implementing Rules and Regulations
  1. Certified photo copy of APPROVED BUILDING PERMIT FORMS (Building, Sanitary, and Electrical) and BUILDING PERSPECTIVE.
  2. Fire Safety Inspection Certificate.
  3. Logbook (*Signed and Sealed by Civil Engineer or Architect*)
  4. Photocopied/ scanned Professional Tax Receipt and Philippine Regulation Commission (PRC) I.D.
  5. Zoning Clearance – for change of use of the building only
- II. Pursuant to City Ordinances
  1. CEPMO Certificate
    - a. Tree Planting Certification
- III. Others
  1. Pictures (*where visible*)
    - a. Front Elevation
    - b. Rear Elevations
    - c. Right Side Elevation
    - d. Left Side Elevation
- IV. Duly notarized authorization process and receive permit or special power of attorney (*when applicable*)

### FLOW CHART

