

Republic of the Philippines  
City of Baguio  
Province of Benguet

**OFFICE OF THE BUILDING OFFICIAL**

**APPLICATION FOR CHANGE OF USE OR OCCUPANCY**

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

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

Location of Building: \_\_\_\_\_  
(Attach vicinity sketch)

Character of Occupancy:

Existing \_\_\_\_\_ Proposed: \_\_\_\_\_

Occupant Load:

Existing \_\_\_\_\_ Proposed: \_\_\_\_\_

No. of Storeys:

Existing \_\_\_\_\_ Additional: \_\_\_\_\_

Floor Area:

Existing \_\_\_\_\_ Additional \_\_\_\_\_ Area affected by change \_\_\_\_\_  
(Square Meters) (Square Meters) (Square Meters)

Type of Construction:

Existing \_\_\_\_\_ Proposed: \_\_\_\_\_

Date of completion of existing building: \_\_\_\_\_

Building Permit (if any): \_\_\_\_\_ Date Issued \_\_\_\_\_

Under Official Receipt No.: \_\_\_\_\_ Date Paid \_\_\_\_\_

Original Certificate of Occupancy No.: \_\_\_\_\_ Date Issued \_\_\_\_\_

Under Official Receipt No.: \_\_\_\_\_ Date Paid \_\_\_\_\_

Submitted by:

Conforme:

\_\_\_\_\_  
OWNER/APPLICANT  
(Signature Over Printed name) Date \_\_\_\_\_

\_\_\_\_\_  
OWNER OF THE BUILDING  
(Signature Over Printed name)

Community Tax Certificate No. \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Place Issued: \_\_\_\_\_

Approved:

**ENGR. NAZITA F. BAÑEZ**  
City Government Department Head II  
**CITY BUILDING OFFICIAL**  
Date \_\_\_\_\_

Fee Paid \_\_\_\_\_  
Official Receipt No. \_\_\_\_\_  
Date Paid \_\_\_\_\_