



Tourism Infrastructure and Enterprise Zone Authority
Office of the Building Official

CHECKLIST FOR THE REQUIREMENTS IN APPLYING FOR CERTIFICATE OF
OCCUPANCY UNDER THE NATIONAL BUILDING CODE OF THE PHILIPPINES
(PD 1096)

(Only Application with complete and compliant requirements will be accepted)

	1. Duly accomplished application forms for Certificate of Occupancy
	2. Notarized Certificate of Completion
	3. Construction Logbook
	4. As -Built Plans
	5. Specifications
	6. Building inspection sheet signed by whoever is the contractor (if the construction is undertaken by contract) and signed and sealed by the Owner's duly licensed Architect or Civil Engineer who under took the full-time inspection and supervision of the construction works

REMINDERS:

1. Please include this checklist when submitting the above stated document