



CITY GOVERNMENT OF SURIGAO

Office of the City Building Official

City Hall, Rizal Street, Surigao City, Surigao del Norte

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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 |