REPUBLIC OF THE PHILIPPINES
METROPOLITAN MANILA
CITY GOVERNMENT OF MALABON
CITY ENGINEERING DEPARTMENT

CHECKLIST OF REQUIREMENTS FOR THE APPLICATION OF OCCUPANCY PERMIT

- ☐ Two (2) copies of duly accomplished Application Form for Certificate of Occupancy
- ☐ Two (2) copies of duly accomplished and notarized Certificate of Completion
- ☐ One (1) copy of duly accomplished Fire Safety Inspection Certificate Application Form
- ☐ Two (2) Photocopies of Building Permit and issued Ancillary Permits (ex. Electrical, Mechanical, Electronics, Sanitary/ Plumbing)
- ☐ Two (2) Photocopies of official receipts for issued Building Permit, Ancillary Permits (ex. Electrical, Mechanical, Electronics, Sanitary/ Plumbing), Environmental Clearance, Contractors Tax, BFP
- ☐ Three (3) sets Approved Building Plans or As-built plans in case of changes in the approved plan
- ☐ Affidavit of Change of Professional in case of changes in the professional in charge of the project
- ☐ Two (2) photocopies of latest PRC Identification Card and Professional Tax Receipt, signed (three original specimen signatures) and sealed by the respective professionals
- ☐ Two (2) Photocopies of Local/ Zoning Clearance
- ☐ Two (2) Photocopies of Owner's Copy of Fire Safety Checklist and corresponding Fire Safety Evaluation Clearance (FSEC)
- ☐ Photocopy of government-issued ID of applicant/owner/ co-owners with three (3) original specimen signature
- ☐ Authorization Letter to transact on behalf of the applicant/ owner or SPA from owner/applicant and photocopy of valid ID of authorized representative with three (3) original specimen signature