

Republic of the Philippines
San Jose City – 3121
Province of Nueva Ecija
OFFICE OF THE BUILDING OFFICIAL

**DOCUMENTARY REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY
(Single Dwelling Residential / Commercial / Industrial / Others)**

**FOR CERTIFICATE OF OCCUPANCY / CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI)
APPLICATION**

- Filled-up Unified Application Form for Certificate of Occupancy and FSIC
- Three (3) copies of duly notarized Certificate of Completion using the Form in Annex H, signed by the Owner / Applicant and signed and sealed by the duly licensed Architect or Civil Engineer in-charge of Construction, and one copy of the construction logbook. If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor / Authorized Managing Officer.
- One (1) photocopy of the Valid Licenses of all involved Professionals (e.g. Professional Tax Receipt and the Professional Regulation Commission identification card)
- Photograph of the completed structure showing front, sides and rear areas
- Yellow card issued by Electrical Service Provider

REMARKS:

- Complete Documents
 - Incomplete Documents (Please comply documents with unchecked boxes)
- Name of Receiving Officer : _____
Date & Time Received : _____
Signature of Applicant : _____

NOTES:

- All application forms are available in the OBO
- All the fully accomplished forms and requirements must be fastened in LONG FOLDER except for the Drawing Plans and reports. **ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED.**
- **Bring this Checklist with detachable Claim Stub when submitting your application. Keep your CLAIM STUB at all times; "NO CLAIM STUB, NO RELEASE"**

CLAIM STUB

Application No. : _____
Time & Date Applied/Submitted : _____
Return Date : _____
Receiving Officer : _____
(Signature Over Printed Name)
Name of Applicant/Owner : _____
Location of Project : _____
Project Title : _____

*For updates and inquiries, please call CEO/OBO at (044) 958-5181 (landline) within four (4) working days

NOTE: Bring this claim stub upon claiming the Order of Payment / Certificate of Occupancy, FSIC & other documents.