



CERTIFICATE OF OCCUPANCY and/or PERMIT-TO-OPERATE REQUIREMENTS **(Under the 2005 Revised IRR of the National Building Code of the Philippines (P.D. 1096))**

- _____ 1. Three (3) sets of **AS-BUILT PLANS (2 sets A1 size + 1 set A3 size)** for ARCHITECTURAL, CIVIL/STRUCTURAL, SANITARY, PLUMBING, FENCING, ELECTRICAL, ELECTRONICS and MECHANICAL Plans;

- _____ 2. Three (3) copies of **NOTARIZED CERTIFICATE OF COMPLETION** pertaining to the respective works being applied for these must be accompanied by:
 - Clear copies of valid **PRC LICENSE and PTR** of signing professionals;
 - For existing area that has no alteration or change, submit a notarized CERTIFICATE OF NO RENOVATION / ALTERATION signed by the building's Administration Manager in lieu of certificate of completion;**

- _____ 3. Two (2) copies each for **ELECTRICAL, MECHANICAL and ELECTRONICS Works:**
 - COMMISSIONING/FUNCTIONAL TESTING AND ACCEPTANCE REPORTS** (for electrical, mechanical and electronics works);
 - SHORT CIRCUIT ANALYSIS and VOLTAGE DROP CALCULATIONS** (for electrical works only);
 - CERTIFICATION OF SAFETY, RELIABILITY and CONFORMITY** of installations (for electrical, mechanical and electronics works);
 - Duly accomplished **DATA SHEETS** (Data Sheets for Electrical, Mechanical and Electronics can be downloaded at www.peza.gov.ph);

- _____ 4. Copy of Project's **SAFETY REPORT** that details all construction/installation activities including incidents or accidents (**if any**) occurred in the whole duration of construction, duly signed by Safety Officer/s and Project Manager.
 - This report must be supported by duly accomplished **CONSTRUCTION LOGBOOK** signed by engineer in-charge of construction/installation;
 - Attach a copy of **DOLE-approved CONSTRUCTION SAFETY AND HEALTH PROGRAM - this is required for applicants who only submitted a PROOF OF FILING from DOLE during the time of building permit application;**

- _____ 5. Copy of approved **Building Permit and/or Ancillary Permits, Assessment Fees (Statement of Account) and Official Receipt pertaining to the project;**

- _____ 6. **SOFT COPY** (PDF format) of all applicable plans and documents, stored in in CD or flash disk (**2 Pcs.**) - labeled with name of PEZA-registered enterprise and project title;

- _____ 7. **LETTER OF APPLICATION** for Certificate of Occupancy and/or Permit-To-Operate from the locator/owner or from contractor.
(If thru a contractor, provide a letter from locator/owner authorizing the contractor to represent him/her in transactions to secure the permits).
 - Addressed to the DIRECTOR GENERAL** (for PEZA-registered enterprises located in NCR, Central Luzon, Bicol areas being handled by OBO in Head Office); OR:
 - Addressed to the PEZA ZONE ADMINISTRATOR** (for locators under the jurisdiction of OBOs in CEZ, MEZ, BCEZ, Laguna and Batangas);
 - Attention to: The Building Official**

IMPORTANT REMINDERS:

1. **All plans/drawings and technical documents in item numbers 1 to 3 above shall be signed and sealed by respective professionals; and signed by the permittee/owner or authorized representative of PEZA-registered enterprise.**
2. One (1) set of plans and supporting documents plus one (1) soft copy will be forwarded to BFP personnel co-located in every OBO for the processing of Fire Safety Inspection Certificate (FSIC).
Under the PEZA-BFP MOA, a BFP-issued FSIC is prerequisite to issuance of certificate of occupancy by PEZA Building Official.
3. Incomplete requirements will not be received by this office and would delay the processing of permit application.

Date of Filing:

Received by:

Designation: _____