

**SUPPORT SERVICES DEPARTMENT  
OFFICE OF THE BUILDING OFFICIAL**

**REQUIREMENTS IN APPLYING FOR AN OCCUPANCY PERMIT and  
PERMIT TO OPERATE**

**Only Applications with COMPLETE and COMPLIANT requirements will be accepted.**

- \_\_\_\_\_ 1 . Three (3) sets (2 A1 size and 1 A3 size) of As-Built Plans – Architectural, Structural, Sanitary/Plumbing, Electronics, Electrical and Mechanical jointly signed and sealed by designer and engineers in-charge of construction or installation, and signed by the owner. Said plans must faithfully reflect all changes, modifications and alterations made on the originally approved plans. **A1 size plans must be fastened and rolled, A3 size plans fastened in folder. PLANS must be labelled "AS-BUILT as of date"month year)**
- \_\_\_\_\_ 2 . Photocopy of floor plan indicating (highlighted) the area for occupancy (for partial OP only).
- \_\_\_\_\_ 3 . Three (3) sets Photocopy of the **approved permits and assessments** (Building, Sanitary/Plumbing, Electronics, Electrical, Mechanical) and official receipts
- \_\_\_\_\_ 4 . **Photos of areas for inspection to ensure substantial completion. Xerox copy of ECC (Environmental Compliance Certificate)**
- \_\_\_\_\_ 5 . Certificate of Completion for Civil, Sanitary, Electrical, Electronics and Mechanical Works jointly signed and sealed by the designer, project engineers (in-charge of the construction/installation), contractor and the and owner – **3 Sets**
- \_\_\_\_\_ 6 . Three (3) Sets **Electrical Data Sheet, Electronics Data Sheet and Machinery Data Sheet** all pages must be signed and sealed by required professional professional
- \_\_\_\_\_ **\*\* Items 2,3,4,5,7,8,9 and 10 must be fastened in one folder**
- \_\_\_\_\_ 7 . **Construction Logbook** signed by the Building Official. **Labor Data** of the workers employed during construction based on the attached sheet.
- \_\_\_\_\_ 8 . Tally Sheet and Certificate of Actual Usage for Construction Materials and Equipment **imported through a LETTER of AUTHORITY issued by PEZA** signed by Owner
- \_\_\_\_\_ 9 . **XEROX COPY of ECC (Environmental compliance Certificate)**
- \_\_\_\_\_ 10 . **Project Safety Report** to include details of any accident that have occurred in the duration of the project duly signed by Project Safety Officer and Project Engineer / Manager.
- \_\_\_\_\_ 11 . Letter of Request for Inspection from the Owner and/or Contractor using the format below in company stationary.

**BGEN CHARITO B. PLAZA, MNSA, PhD**

**Director General**

**PHILIPPINE ECONOMIC ZONE AUTHORITY**

**ATTENTION: ENGR. DOMINADOR A. ZAGADA JR.**

**BUILDING OFFICIAL**

**REMINDERS:**

1. Please include this checklist when submitting the above stated documents.
2. A surcharge of 100% shall be imposed and collected from any person who shall construct, repair (buildings), install (Electro-mechanical equipments), alter or cause any change in the use or occupancy of any building or parts thereof or appurtenances thereto without any permit. (Section 25.1 of Rule III of the National Building Code/PD 1096)