



PHILIPPINE ECONOMIC ZONE AUTHORITY
OFFICE OF THE BUILDING OFFICIAL (OBO)

OBO CLEARANCE CERTIFICATE REQUIREMENTS

Re: Compliance with the National Building Code of the Philippines

- _____ 1. **One (1) originally signed Letter Request for Office of the Building Official (OBO) Clearance;**
- The application letter should be **addressed to the Director General** (for locators under the jurisdiction of Head Office); or to the **PEZA Zone Administrator** (for locators under the jurisdiction of CEZ, MEZ, BCEZ and other ecozones not covered by head office);
 - Attention to: PEZA Building Official**
 - Indicate the office / facility address
 - Include the Letter of Authority/ Approval and/or Board Resolution Number
- _____ 2. **One (1) photocopy of Letter of Authority/Approval and/or Board Resolution:**
- _____ 3. **One (1) photocopy of Latest Certificates issued by PEZA OBO;**
- Certificate of Occupancy / Certificate of Annual Inspection
 - Electrical Permit-to-Operate
 - Mechanical Permit-to-Operate
 - Electronics Permit-to-Operate
 - For unclaimed certificates, submit copy of PEZA Official Receipts (ORs)
 - For companies **without NBCP certificates:**
 - Submit latest copy Contract of Lease
 - Tax Identification Number (TIN)*
(Subject to corresponding NBCP fees, fines and other charges)
- _____ 4. **For company representatives processing the request for Clearance, submit: One (1) copy of Authorization Letter issued by the company owner**
- The letter should reflect the authorized representative's name, address, contact details such as landline/mobile numbers and email address

Date of Filing:

Received by:

Designation: _____