



EVALUATION CHECKLIST For OCCUPANCY PERMIT

Application Permit Number; _____

The applicant must be the registered owner of the lot. In case that the applicant is **not** the owner of the lot, please submit the following, whichever is applicable:

- *Lot owner's **Consent to Construct** and lot owner's Transfer Certificate of Title (TCT) or Original Certificate of Title (OCT) and Lot plan*
- **Contract to Sell or Deed of Sale** and lot owner's Authority to construct, TCT or OCT and Lot plan.
- **Deed of Absolute Sale**, TCT or OCT and Lot plan of previous owner.
- **Deed of Donation / Usufruct**, TCT or OCT and Lot plan of previous owner.
- **Deed of Adjudication**, TCT or OCT and Lot plan of previous owner.
- **For Lessee**
 - L Lot rental – **Contract of Lease**, lot owners TCT or OCT and Lot plan.
 - Within the building / rentable space- **Contract of Lease** and photocopy of Owner's Certificate of Occupancy of the Main Building.
- For Corporations- lot owners' TCT or OCT, Lot plan and **Secretary's Certificate** for the "authority to sign" of the representative in behalf of the corporation

IN case the applicant is **not available** to sign the plans, forms and other related documents and to submit the applications, please submit any of the following together with ID's of the applicant and of the authorized representative:

- Notarized Authorization Letter
- Special Power of Attorney / Attorney- In-Fact

Drawing Plans maybe in A3 (11.7" x 17.5"), 20" X30", OR 40"X60" PAPER SIZE as long as plan layout and details are SCALED, CLEAR, and LEGIBLE/ READABLE.

A. LINE AND GRADE

- Distance from the centerline of road to the property line or at the outermost face of the structure (in case the structure is adjacent to the national road, city road and barangay roads)

- Setback requirement.
- Firewall requirement.
- Others (refer to correction sheet.)

B. ARCHITECTURAL

- Percentage of Open Spaces, Light and Ventilation in plan
- Observe Headroom clearance
- Glass precautionary measures / details/ specs/ thickness.
- Fence
 - Lay out plan
 - Sections and Elevations

B.1. For Commercial / Industrial / Intuitional Buildings

- Provide Parking Area

B.2.BP344

- Ramp - 1:12 slope, 1.20m width, with handrails on both sides
- Comfort Room- 1.70 m x 1.80m, with grab bar, swing out / sliding door at least 0.80m clear width
- Signage
- Parking- 3.50m x 5.0m
- **B.5 Others**
- Others (Refer to Correction sheet)

C. STRUCTURAL

- Submit structural certification
- Submit structural design analysis
- Others (Refer To Correction Sheet)

D. PLUMBING / SANITARY

- The installation is completed in accordance with the approved plans & specifications.
- The completed installation is in conformity with provision of the National Plumbing Code of the Philippines / Code of Sanitary/ MPCC Rules and Regulations/ Water Code of the Philippines.
- There was deviation from the approved plans for which as built plan is submitted and in conformity with the National Building Code of the Philippines
- Septic Vault Certification Inspection report t be submitted by in charge professional, signed and sealed.
- Others (refer to correction sheet)

F.ELECTRICAL

- CFEI (Certificate of Final Electrical Inspection) signed & sealed by Professional Electrical Engineer.

- Picture of Panel Board (showing totally open, all covers removed upon inspection)
- Insulation resistance Test Result, Megger Test Results signed by Supervising Professional Electrical Engineer (**COMPLEX & HIGHLY TECHNICAL**)
- High Potential Test Results (For transformer installed onsite), if any signed & sealed by Professional Electrical Engineer(**COMPLEX & HIGHLY TECHNICAL**)
- Others (refer to Correction sheet)

Signature of Evaluator: _____

G. MECHANICAL:

- Mechanical installation is completed in accordance with the plans and specifications
- The complete installation is in conformity with the provision of the Philippine Mechanical Code.
- Others (refer to Correction sheet.)

Signature of Evaluator: _____

H. ELECTRONICS

- Electronics Completion forms, signed & sealed by a Professional Electronics Engineer
- Others (Refer to Correction sheet)

Signature of Evaluator: _____

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Applicant may use this box for clarifications.