



Republic of the Philippines
City of Iloilo

OFFICE OF THE BUILDING OFFICIAL
3rd Floor City Hall Building

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DOCUMENTARY REQUIREMENTS FOR OCCUPANCY PERMIT FOR OLD BUILDINGS

- 4 copies - Duly Accomplished Unified Application Forms for Certificate of Occupancy, all copies must be wet signed by the owner, wet signed and dry sealed by involved professionals
- 4 copies- Duly accomplished CERTIFICATE OF COMPLETION FORMS for Buildings constructed prior to PD 1096, together with ELECTRICAL, SANITARY, ELECTRONICS and MECHANICAL COMPLETION FORMS and AS BUILT PLANS all copies must be wet signed by the owner, wet signed and dry sealed by involved professionals
- 1 Certified True copy–Transfer Certificate of Title (TCT) / Original Certificate of Title (OCT)or DEED of ABSOLUTE SALE with Lot / Locational Plan from LRA , with vicinity map scale 1:10,000, (if lessee, Notarized Contract of Lease) ;
- 1 photocopy- Valid Licenses PRC I.D. &PTR of all involved professionals and valid ID of applicant /& owner of the LOT
- 1 original copy– CERTIFICATION issued, signed and sealed by Licensed Structural / Civil Engineer to attest the structural stability of the building
- 1 copy of each side – PHOTOGRAPH of the structure showing front, sides and rear area, completely open panel board / picture showing the structure to its nearest high tension line
- 1 original copy - NOTARIZED AFFIDAVIT that would justify of the buildings date of construction, signed by the owner and 2 senior citizens as witness (to affirm its existence)
- 1 original copy– Barangay Clearance
- 1 original copy– Notarized Authorization letter (if needed)

NOTE: To download permit forms and requirements, visit iloilocity.gov.ph and search, DOWNLOADABLE APPLICATION FORMS AND REQUIRMENTS.

ONLINE application is ENCOURAGED, please send to oboiloilocity.applications@gmail.com

Acknowledged Application / Request by: _____ **Date** _____ **Time:** _____
OBO Receiving Officer(signature over printed name)