

### **Requirements for Occupancy Permit (for Newly Constructed)**

1. Duly Notarized Certificate of Completion Forms (Signed and Sealed by Civil and Electrical Engineer)
2. As-built floor plan with civil engineer signature (indicate dimension, road and setback measurement for commercial and for residential with alteration to the approved plan)
3. Pictures of the structure applied

Provide 3 copies each of the requirements

### **Requirements for Occupancy Permit (for business only)**

1. Duly Notarized Certificate of Completion Forms (Signed and Sealed by Civil and Electrical Engineer)
2. As-built floor plan with civil engineer signature (indicate dimension, road and setback measurement)
3. Xerox copy of Locational Clearance Decision
4. Vicinity map or location of business
5. Picture of Establishment

Provide 2 copies each of the requirements