



REPUBLIC OF THE PHILIPPINES
METROPOLITAN MANILA
CITY GOVERNMENT OF MALABON
CITY ENGINEERING DEPARTMENT



CHECKLIST OF REQUIREMENTS FOR THE APPLICATION OF OCCUPANCY PERMIT

- Two (2) copies of duly accomplished Application Form for Certificate of Occupancy and Fire Safety Inspection Certificate
- Two (2) copies of duly accomplished and notarized Certificate of Completion
- One (1) copy of duly accomplished Fire Safety Inspection Certificate Application Form
- Two (2) Photocopies of Building Permit and issued Ancillary Permits (Electrical, Mechanical, Electronics, Sanitary/ Plumbing)
- Approved Building Plans or Three (3) sets As-built plans in case of changes in the approved plan
- Two (2) Photocopies of Local/ Zoning Clearance
- Two (2) Photocopies of Owner's Copy of Fire Safety Checklist and corresponding Fire Safety Evaluation Clearance (FSEC)
- Photocopy of government-issued ID of owner/ co-owners with three (3) specimen signature
- Authorization Letter to transact on behalf of the owner or SPA from owner/applicant and photocopy of valid ID of authorized representative with specimen signature