ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED

Republic of the Philippines
City of Tagaytay
OFFICE OF THE CITY ENGINEER
Tel no. (046) 483-9374 Local – 205
Email: cityengineer.tagaytaycity@gmail.com

BAGONG PILIPINAS

Name: _____ Building Permit No.: _____
Project Name: _____ Date Issued: _____
Proj. Location: _____

CHECKLIST FOR SECURING OCCUPANCY PERMIT
(3 sets OF COPIES)

- ☐ Completely Filled-out of Occupancy Form
  Photocopy of PTR No. & PRC License of all Engineer's/Architect who will signed and sealed the permit and in-charge of construction
- ☐ Pictures (front, sides, back of the house/structures in **PHOTO PAPER**)
- ☐ Certification from Dept. of Agriculture for Tree planting
- ☐ Fire Safety Certificate at the Fire Department
- ☐ Copy Approved Plans (From Building Permit) – 1 Copy only
- ☐ As-Built Plan in A3 Size (and Soft Copy)
- ☐ Photocopy of **Building, Electrical, Sanitary** permits (back-to-back)
- ☐ Photocopy of Locational Clearance (from Application of Building Permit)
- ☐ Photocopy of Fire Clearance (from Application of Building Permit)
- ☐ Construction Logbook (from Application of Building Permit)

Submit to: **Office of the Building Official/City Engineering Office, Tagaytay City, Cavite**

ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED

Republic of the Philippines
City of Tagaytay
OFFICE OF THE CITY ENGINEER
Tel no. (046) 483-9374 Local – 205
Email: cityengineer.tagaytaycity@gmail.com

BAGONG PILIPINAS

Name: _____ Building Permit No.: _____
Project Name: _____ Date Issued: _____
Proj. Location: _____

CHECKLIST FOR SECURING OCCUPANCY PERMIT
(3 sets OF COPIES)

- ☐ Completely Filled-out of Occupancy Form
  Photocopy of PTR No. & PRC License of all Engineer's/Architect who will signed and sealed the permit and in-charge of construction
- ☐ Pictures (front, sides, back of the house/structures in **PHOTO PAPER**)
- ☐ Certification from Dept. of Agriculture for Tree planting
- ☐ Fire Safety Certificate at the Fire Department
- ☐ Copy Approved Plans (From Building Permit) – 1 Copy only
- ☐ As-Built Plan in A3 Size (and Soft Copy)
- ☐ Photocopy of **Building, Electrical, Sanitary** permits (back-to-back)
- ☐ Photocopy of Locational Clearance (from Application of Building Permit)
- ☐ Photocopy of Fire Clearance (from Application of Building Permit)
- ☐ Construction Logbook (from Application of Building Permit)

Submit to: **Office of the Building Official/City Engineering Office, Tagaytay City, Cavite**