



Republic of the Philippines
City of San Juan
Metro Manila



OFFICE OF THE BUILDING OFFICIAL

Sir:

Pursuant to provision of Section 309 of the National Building Code P.D. 1096,
may I request for a **Certificate of Occupancy** of the building covered by Official
Receipt No. _____ issued on _____.

Kind of Building _____
(Residential, Commercial, Store, etc.)

Class (Wood, Concrete, etc) _____

Location _____

Area _____

No. of Storey _____

Owner

Address

Res. Cert. No.

Tax Account No.

1st Endorsement

Respectfully forwarded to the Chief of Department for Comment / Approval.

ARCH. ALFREDO G. GARCIA

ACTING CITY BUILDING OFFICIAL

1st Indorsement

_____, 20 _____

CHIEF OF S.J.F.D.

2nd Indorsement

_____, 20 _____

BUILDING INSPECTOR

3rd Indorsement

_____, 20 _____

PLUMBING INSPECTOR

4th Indorsement

_____, 20 _____

ZONING ADMINISTRATOR

5th Indorsement

_____, 20 _____

MECHANICAL INSPECTOR