



Republic of the Philippines  
City of General Trias  
Province of Cavite

**CITY BUILDING REGULATORY DIVISION**

M-F 8 am to 5 pm | Contact # 0960-216-1997 | obo@generaltrias.gov.ph

**CERTIFICATE OF OCCUPANCY REQUIREMENTS**



**Let's Join Forces**  
For a More Progressive  
General Trias

- Sketch Map of Structure's Location (1 Copy)**
  - With clear landmarks leading to the building or structure
- Photos/Pictures of the Structure: Front, Right, Left, and Rear View (1 Set)**
- Unified Application Form for Certificate of Occupancy (3 Copies)**
  - Download Forms at <http://tinyurl.com/UAFCOCGentri> (*Print on LONG Size Bond Paper*)
  - Completely and legibly filled-out with NO Erasures
  - To be signed by the OWNER
  - Must be **NOTARIZED**
- Certificate of Completion (3 Copies)**
  - Download Forms at <http://tinyurl.com/CFGentri> (*Print on LONG Size Bond Paper: DO NOT Print Back-to-Back*)
  - Completely and legibly filled-out with NO Erasures
  - To be signed and sealed by LICENSED ENGINEERS, LICENSED ARCHITECT, and the OWNER
  - Must be **NOTARIZED**
- Updated Professional Tax Receipt & PRC License of all involved Professionals (3 Copies)**
  - To be sealed and with three (3) signatures.
- Issued Building Permit (1 Photocopy)**
- Issued Ancillary Permits (1 Photocopy)**
- Issued Fire Safety Evaluation Clearance (FSEC) by BFP (1 Photocopy)**
- Approved Building Plan (1 Photocopy) – complete set**
- Construction Daily Logbook (1 Copy)**
  - One day per page
  - To be signed and sealed EACH PAGE by LICENSED ENGINEER/ ARCHITECT-in-charge of Construction

**Clearances**

- DPWH Road Right of Way Clearance (1 Copy) – if located along National Road**
- PEO Road Right of Way Clearance (1 Copy) – if located along Provincial Road**
- Environmental Compliance Certificate (ECC)/Certificate of Non-Compliance (CNC) from DENR (1 Copy) – if structure/building is classified as Industrial Structure or Environmentally Affecting Structure**

**Additional Requirements**

- If there are minimal changes/revisions from the Approved Building Plans (NOTE: this will be based on the inspection report):**
  - **As-built Plans (4 Sets)**
    - To be signed and sealed by LICENSED ENGINEERS, LICENSED ARCHITECT, and the OWNER

**IMPORTANT NOTE:**

- If the actual structure is **in violation with the provisions** stated in the **National Building Code of the Philippines**, the applicant must **correct, rectify the violations**.
- If there are **major changes or revisions from the approved building plans** (based on the inspection report), the structure must **reapply building permit**

**NOTE:**

- **For representatives**, submit 1 Original Copy and 1 Photocopy of **NOTARIZED Authorization Letter** or **Special Power of Attorney** stating the specific task of the representative/authorized person (*to sign, to process, etc.*) in Certificate of Occupancy Application.
- Attach a copy of **Valid ID** with three (3) signatures of both Owner and Authorized Person/Representative.