

JOHN HAY MANAGEMENT CORPORATION
John Hay Special Economic Zone
Camp John Hay, Baguio City
OFFICE OF THE JHMC BUILDING OFFICIAL

REQUIREMENTS IN APPLYING FOR AN OCCUPANCY PERMIT

- _____ 1 . Letter of Request for Inspection from the owner or his authorized contractor addressed to the JHMC Building Official in company stationary.

ATTENTION : ENGR. BOBBY V. AKIA
JHMC BUILDING OFFICIAL
- _____ 2 . Three (3) sets **standard size** As-Built Plans, jointly signed and sealed by designer **and engineers in-charge of construction or installation, and signed by the owner**. Said plans must faithfully reflect all changes, modifications and alterations made on the originally approved plans. **Standard plans must be fastened and folded**
- _____ 3 . Photocopy of floor plan indicating (highlighted) the area for occupancy **(for partial OP only)**.
- _____ 4 . Photocopy of the approved building permits (CE, ME and EE) assessments of fees and its official receipts.
- _____ 5 . Photos of areas for inspection to ensure substantial completion.
- _____ 6 . Certificate of Completion for **Civil, Sanitary, Electrical, and Mechanical Works** jointly signed and sealed by the designer, project engineers (in charge of the construction), contractor and the owner. (3 sets)
**** Items 2,3,4,5,7,8,9 and 10 must be fastened in one folder**
- _____ 7 . **Construction Logbook** signed by the Building Official. **Labor Data** of the workers employed during construction based on the attached sheet.
- _____ 8 . Tally Sheet and Certificate of Actual Usage for Construction Materials & Equipment **imported through a LETTER of AUTHORITY issued by PEZA** signed by Owner as applicable.
- _____ 9 . XEROX COPY of ECC (Environmental Compliance Certificate) as applicable
- _____ 10 . **Project Safety Report** to include details of any accident that occurred in the duration of the project duly signed by Project Safety Officer and Project Engineer / Manager.
- _____ 11 . As-built cost, signed and sealed by the designer/ project engineers

REMINDERS:

1. Please include this checklist when submitting the above stated documents.
2. A surcharge of 100% shall be imposed and collected from any person who shall construct, repair (buildings), install (Electro-mechanical equipments), alter or cause any change in the use or occupancy of any building or parts thereof or appurtenances thereto without any permit. (Section 25.1 of Rule III of the National Building Code/PD 1096)

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
John Hay Special Economic Zone
Camp John Hay, Baguio City

APPLICATION FOR CERTIFICATE OF OCCUPANCY

FULL

PARTIAL

Building Permit No : _____

Date Issued : _____

(Date)

Name of Owner/Applicant : _____

Address of Owner/Applicant : _____

ZIP Code: 2600

Tel. No : _____

Requirements submitted:

- As-Built Plans and Specifications, duly signed and sealed by respective professional discipline
- Daily Construction Works Logbook
- Certificate of Completion, duly notarized
- As-built Cost
- others: (Specify) _____

Name of Project : _____

Location : _____

Use/Character of occupancy: _____

No. of Storeys: _____

No. of Units: _____

Total Floor Area (Square Meters): _____

Date of Completion: _____

Submitted by:

OWNER / APPLICANT
(Signature over Printed Name)

Community Tax Certificate No: _____

Date Issued: _____

Place Issued: _____

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION

John Hay Special Economic Zone
 Camp John Hay, Baguio City

a subsidiary of the Basic Education and Development Authority

**OFFICE OF THE BUILDING OFFICIAL
 CERTIFICATE OF COMPLETION**

DATE _____	
This is to certify that the building/structure covered by Building Permit No. _____ issued on _____ has been constructed and completed under our supervision, conforms with the plans and specifications submitted and on file to the Office of the Building Official, and complies with the provisions of the National Building Code and Accessibility Law (BP Blg. 344).	
NAME OF OWNER _____	
(Last Name)	(Given)
ADDRESS OF OWNER _____ (M.I.) _____	
LOCATION OF CONSTRUCTION: LOT NO. _____ BLK NO. _____ STREET _____ BARANGAY _____	
CITY/MUNICIPALITY OF _____	
USE OR CHARACTER OF OCCUPANCY _____ GROUP _____	
	PLANNED
	ACTUAL
DATE OF START OF CONSTRUCTION	
DATE OF COMPLETION	
TOTAL FLOOR AREA (Square Meters)	
NO. OF STOREY(S)	
NO. OF UNIT	
SUMMARY OF ACTUAL COST 1. TOTAL COST OF MATERIAL P _____ 1.1. CEMENT (bags) _____ 1.2. LUMBER (bd.ft) _____ 1.3. REINFORCING BARS (kg.) _____ 1.4 G.I. SHEETS (sheets) _____ 1.5 PREFAB STRUCTURAL STEEL (kg) _____ 1.6 other materials _____ 2. TOTAL COST OF DIRECT LABOR: P _____ This includes compensation whether by salary or contract or project architect/engineer down to laborers. 3. TOTAL COST OF EQUIPMENT UTILIZATION: P _____ 4. OTHER COSTS: P _____ This includes professional services fees, permits and other fees P _____ GRAND TOTAL P _____	
FULL-TIME SUPERVISOR OR INSPECTOR OF CONSTRUCTION _____ ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date: _____	IF CONSTRUCTION WAS UNDERTAKEN BY CONTRACT Contractor _____ PCAB Lic. NO _____ Validity _____ TIN _____ Address _____
	PRC. No. _____ Validity _____ PTR No. _____ Date Issued _____ Issued at _____ TIN _____ CTC No. _____ Date Issued _____ Issued at _____
AUTHORIZED MANAGING OFFICER (Signature Over Printed Name) _____ Date _____ CTC No. _____ Date Issued _____ Place issued _____	
CONFORME: _____ OWNER/APPLICANT (Signature Over Printed Name)	DATE _____ CTC No. _____ Date Issued _____ Place Issued _____
REPUBLIC OF THE PHILIPPINES) s.s City/Municipality of _____) Before Me at the City/Municipality of _____, on _____ personally appeared the following : _____ APPLICANT _____ CTC No. _____ Date Issued _____ Place Issued _____ _____ LICENSED ARCHITECT OR CIVIL ENGINEER _____ CTC No. _____ Date Issued _____ Place Issued _____ (Full-Time Inspector & Supervisor)	
Whose signatures appear herein above, known to me to be the same persons who executed this standard prescribed form and acknowledged to me that the same is their free and voluntary act and deed. WITNESS MY HAND AND SEAL on the date and place above written. Doc. No. _____ Page No. _____ Book No. _____ Series No. _____	
Notary Public (Until December _____)	

TO : JHMC SAFETY & SECURITY DEPARTMENT
SUBJECT : **COMPLETION OF CONSTRUCTION**

Pursuant to the provision of the Memorandum of Agreement, please conduct a final inspection of the building owned by _____ located at _____ for fire safety and control requirements.

In accordance with the provisions of Memorandum o Agreement, you are required to submit to this Office the Fire Safety Inspection Certificate within five (5) working days from receipt of this notification. Provided, that in case of non-issuance, suspension or revocation of said certificate of fire safety inspection, the reasons or grounds therefore shall be stated by you in writing. Failure of the C/MFM to act within said period shall mean that the plans and specifications submitted conform to all requirements of the FCP.

BUILDING OFFICIAL

Date referred to C/MFM : _____
Date received by C/MFM : _____
Date return to Building Official: _____
Date received by Building Official: _____

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
John Hay Special Economic Zone
Camp John Hay, Baguio City

OFFICE OF THE BUILDING OFFICIAL

CERTIFICATE OF COMPLETION
(Mechanical Works)

The Building Official:

This is to certify that the mechanical installations/works of the building covered by the Mechanical Permit No. _____ issued on _____ has been completed in accordance with the approved plans and specifications on file with the Office of the Building Official and the "National Building Code" (P.D. 1096). That the said installations/works is ready for final inspection.

Name of Owner: _____
Project Title : _____
Address of Owner: _____
Location of Construction: _____
Use/Type of Occupancy: _____
Date of Start of Construction: _____ Date of Actual Completion: _____
Type/Kind of Equipment: _____

Capacity _____ Quantity _____

Signing Engineers must seal this certification.

In-Charge of the Construction:

Designer: **(must be Prof. Mechanical Engr.)**

Printed Name & Signature of PME or RME

PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
Address _____

(Printed Name and Signature)
PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
T.I.N. _____
PTR No. _____
Address _____

CONFORME:

If construction is undertaken by contract:

(Printed Name and Signature of Owner/Applicant)

(Printed Name and Signature of Owner/Applicant)

(Designation)

Please attach XEROX COPY of PRC license and PTR of signing Engineers



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OFFICE OF THE BUILDING OFFICIAL

CERTIFICATE OF COMPLETION
 (Sanitary/Plumbing Works)

The Building Official:

This is to certify that the sanitary/plumbing installations/works of the building covered by the **Sanitary/Plumbing Permit No.** _____ issued on _____ has been completed in accordance with the approved plans and specifications on file with the Office of the Building Official and the "National Building Code" (P.D. 1096). That the said installations/works is ready for final inspection.

Name of Owner: _____
 Project Title : _____
 Address of Owner: _____
 Location of Construction: _____
 Use/Type of Occupancy: _____
 Date of Start of Construction: _____ **Date of Actual Completion:** _____
List and Number of Fixtures: _____

Signing Engineers must seal this certification.

In-Charge of the Construction:

Designer: The same Sanitary Engr. who signed the SP Application

 (Printed Name and Signature of Sanitary Engineer/Master Plumber)
 PTR No. _____
 Date Issued _____
 PRC Reg. No. _____
 Date Issued _____
 Address _____

 (Printed Name and Signature)
 PTR No. _____
 Date Issued _____
 PRC Reg. No. _____
 Date Issued _____
 T.I.N. _____
 PTR No. _____
 Address _____

CONFORME:

If construction is unedraken by contract:

 (Printed Name and Signature of Owner/Applicant)

 (Printed Name and Signature of Owner/Applicant)

 (Designation)

Please attach XEROX COPY of PRC license and PTR of signing Engineers

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
John Hay Special Economic Zone
Camp John Hay, Baguio City

OFFICE OF THE BUILDING OFFICIAL

CERTIFICATE OF COMPLETION
(Mechanical Works)

The Building Official:

This is to certify that the mechanical installations/works of the building covered by the Mechanical Permit No. _____ issued on _____ has been completed in accordance with the approved plans and specifications on file with the Office of the Building Official and the "National Building Code" (P.D. 1096). That the said installations/works is ready for final inspection.

Name of Owner: _____
Project Title : _____
Address of Owner: _____
Location of Construction: _____
Use/Type of Occupancy: _____
Date of Start of Construction: _____ Date of Actual Completion: _____
Type/Kind of Equipment: _____

Capacity _____ Quantity _____

Signing Engineers must seal this certification.

In-Charge of the Construction:

Designer: **(must be Prof. Mechanical Engr.)**

Printed Name & Signature of PME or RME

PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
Address _____

(Printed Name and Signature)

PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
T.I.N. _____
PTR No. _____
Address _____

CONFORME:

If construction is undertaken by contract:

(Printed Name and Signature of Owner/Applicant)

(Printed Name and Signature of Owner/Applicant)

(Designation)

Please attach XEROX COPY of PRC license and PTR of signing Engineers

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OFFICE OF THE BUILDING OFFICIAL

CERTIFICATE OF COMPLETION
(Electrical Works)

This is to certify that the electrical installations/works of the building covered by the **Electrical Permit No.** _____ issued on _____ has been completed in accordance with the approved plans and specifications on file with the Office of the Building Official and the "*National Building Code*" (P.D. 1096). That the said installations/works is ready for final inspection.

Name of Owner: _____
Project Title (as stated in plans) _____
Address of Owner: _____
Location of Construction: _____
Use/Type of Occupancy: _____
Date of Start of Construction: _____ Date of Actual Completion: _____
Total Number of Outlets and Equipment Installed:
Lights: _____ Switches: _____ Convenience Outlets: _____
Bell System: _____ Electrical Range: _____ Water Heater: _____ KW _____
Airconditioning System _____ Telephone _____ Motor _____ HP _____
Others (specify) _____

Signing Engineers must seal this certification.

In-Charge of the Construction:

Designer: (must be Prof. Electrical Engr.)

The same PEE who signed the Electrical Permit Application

(Printed Name & Signature of PEE or REE)

(Printed Name and Signature)

PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
Address _____

PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
T.I.N. _____
PTR No. _____
Address _____

CONFORME:

If construction is unedraken by contract:

(Printed Name and Signature of Owner/ Applicant)

(Printed Name and Signature of Owner/ Applicant)

(Designation)

Please attach XEROX COPY of PRC license and PTR of signing Engineers



JOHN HAY MANAGEMENT CORPORATION

John Hay Special Economic Zone

Camp John Hay, Baguio City

OFFICE OF THE BUILDING OFFICIAL

CERTIFICATE OF COMPLETION

(Civil Works)

The Building Official:

This is to certify the construction of the building covered by **Building Permit No.** _____ issued on _____ has been completed in accordance with the approved plans and specifications on file with the Office of the Building Official and the "National Building Code" (P.D. 1096)

That the said building and/or structure is ready for final inspection for the issuance of the Certificate of Occupancy.

Name of Owner: _____
 Project Title : _____
 Address of Owner: _____
 Location of Construction: _____
 Use/Type of Occupancy: _____
 Date of Start of Construction:
 Proposed: _____ Actual: _____
Actual Date of Completion: _____
 No. of Stories: _____ Actual: _____
 Estimated Cost P _____
 Actual Cost P _____

- a) Materials (Total Cost) P _____
 - 1. Cement (bags) _____
 - 2. Lumber (cu.m.) _____
 - 3. Reinforcing Bars (kgs.) _____
 - 4. No. of GI Sheets _____
 - 5. Pre-Fab Structural Steel (kgs.) _____
- b) Direct Labor (Total Cost) P _____
 This includes compensation whether by salary or contract for project Architect/Engineer down to workers.
- c) Rental of Equipment (if any) P _____
- d) Other Costs P _____
 This includes Professional fees, Permits and other fees.

Signing Engineers must seal this certification.

In-Charge of the Construction:

Designer: (The Engineer/Architect who signed the BP application

 (Printed Name and Signature of Architect/CE
 PTR No. _____
 Date Issued _____
 PRC Reg. No. _____
 Date Issued _____
 Address _____

 (Printed Name and Signature)
 PTR No. _____
 Date Issued _____
 PRC Reg. No. _____
 Date Issued _____
 T.I.N. _____
 PTR No. _____
 Address _____

CONFORME:

If construction is unedraken by contract:

(Printed Name and Signature of Owner/Applicant)

(Printed Name and Signature of Owner/Applicant)

(Designation)

Please attach XEROX COPY of PRC license and PTR of signing Engineers