



**CHECKLIST**

**CERTIFICATE OF OCCUPANCY REQUIREMENTS**

Name: \_\_\_\_\_  
 Project: \_\_\_\_\_  
 Location: \_\_\_\_\_

- \_\_\_\_\_ 1 Approved Building Permit (photo copy)
- \_\_\_\_\_ 2 Approved Electrical Permit (photo copy)
- \_\_\_\_\_ 3 Approved Building Plans
- \_\_\_\_\_ 4 Approved AS-Built Building Plans (if needed)
- \_\_\_\_\_ 5 Approved Const. Logbook Signed & Sealed by PE
- \_\_\_\_\_ 6 Certificate of Completion (Civil Works)
- \_\_\_\_\_ 7 Certificate of Final Electrical Inspection / Completion
- \_\_\_\_\_ 8 Application for Locational Clearance (photo copy)
- \_\_\_\_\_ 9 Certificate of Zoning Comformance (photo copy)
- \_\_\_\_\_ 10 Pictures (left, right, front, back & inside)

Checked & Verified by: \_\_\_\_\_  
 Date: \_\_\_\_\_



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