

# Occupancy Permit Application Form

This **sample occupancy permit application form** includes a comprehensive checklist to ensure all necessary documentation and inspections are completed before submission. It helps streamline the approval process for building occupancy, ensuring compliance with local regulations. Using this form facilitates a smoother transition from construction to habitation.

## Applicant Details

Applicant Name	
Contact Number	
Email Address	
Address of Property	
Type of Occupancy	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other
Building Permit Number	

## Checklist of Required Documents & Inspections

☐ Copy of Building Permit

☐ As-Built Plans

☐ Zoning Clearance

☐ Fire Safety Clearance/Certificate

☐ Electrical Inspection Certificate

☐ Plumbing/Sanitary Inspection Certificate

☐ Structural Safety Certificate

☐ Mechanical Systems Certification (if applicable)

☐ Occupant Load Calculation

☐ Photo Documentation of Completed Building

☐ Other Required Documents:

## Declaration

I hereby certify that all information provided is true and accurate. All necessary documentation as required by the local building authority has been attached to this application.

Applicant's Signature		Date	
-----------------------	--	------	--

## For Official Use Only

Date Received	
Received By	
Application Status	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Denied
Remarks	