

Republic of the Philippines  
Department of Public Works & Highways  
Pamahalaang Lungsod/Bayan ng Naga  
Lalawigan ng Zamboanga Sibugay  
**TANGGAPAN NG PUNONG PANGGUSALI**  
(Office of the Building Official)

**APPLICATION FOR CHANGE OF USE OR OCCUPANCY**

NAME OF OWNER/APPLICANT \_\_\_\_\_  
(Last Name) (Given Name) (Middle Name)

ADDRESS: \_\_\_\_\_

LOCATION OF BUILDING: \_\_\_\_\_  
(Attach vicinity sketch)

Character of Occupancy:

Existing \_\_\_\_\_ Proposed: \_\_\_\_\_

Occupant Load:

Existing \_\_\_\_\_ Proposed: \_\_\_\_\_

No. of Storeys

Existing \_\_\_\_\_ Additional: \_\_\_\_\_

Floor Area:

Existing \_\_\_\_\_ Additional \_\_\_\_\_ Area affected by change \_\_\_\_\_  
(Square Meters) (Square Meters) (Square Meters)

Type of Construction:

Existing \_\_\_\_\_ Proposed: \_\_\_\_\_

Date of completion of existing building: \_\_\_\_\_

Building Permit (if any): \_\_\_\_\_ Date Issued \_\_\_\_\_

Under Official Receipt No.: \_\_\_\_\_ Date Paid \_\_\_\_\_

Original Certificate of Occupancy No.: \_\_\_\_\_ Date Issued \_\_\_\_\_

Under Official Receipt No.: \_\_\_\_\_ Date Paid \_\_\_\_\_

Conforme:

Submitted by:

\_\_\_\_\_  
OWNER OF THE BUILDING

\_\_\_\_\_  
OWNER/APPLICANT

Community Tax Certificate No. \_\_\_\_\_

Date Issued: \_\_\_\_\_

Place Issued: \_\_\_\_\_

\_\_\_\_\_  
**Pinunong Panggusali**

(Building Official)

Date: \_\_\_\_\_