



Republic of the Philippines  
Province of Aklan  
Municipality of Nabas

*Office of the Building Official*

Subject: REQUIREMENTS FOR OCCUPANCY PERMIT  
(FOR SUBMISSION)

1. Completion Certificate form (duly signed by an Architect, Civil Engineer, Electrical and Sanitary Engineer in-charge of the construction/or installation respectively)
  - As-built Plan:
    - a. Architectural Plan (Architect/Civil Engineer)
    - b. Sanitary/Plumbing Plan (Sanitary Engineer or Master Plumber)
    - c. Electrical Plan (PEE or ME)
2. Log Book (duly signed by an Architect/Civil Engineer)
3. Photo Copy of Approved: (3 copies)
  - d. Building Permit
  - e. Sanitary/Plumbing Permit
  - f. Electrical Permit
  - g. Mechanical Permit
4. Fire Safety Inspection Certificate (Ibajay, Aklan)
5. Final Inspection (Engineering Office)
6. Release of Occupancy Permit