

# Form-05 Building Completion Certification Application



\* IT IS MANDATORY TO COMPLETE ALL INFORMATION AS REQUESTED IN THE FORM \*

## TIP use only

Date of Receipt of Application: \_\_\_\_\_

Decision: \_\_\_\_\_

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

## 1. Project Information

Project Title: \_\_\_\_\_

Project Number: \_\_\_\_\_

Zone #: \_\_\_\_\_

Plot #: \_\_\_\_\_

Total Plot Area (m2): \_\_\_\_\_

Total Built-up Area (m2): \_\_\_\_\_

Electricity Requirements: \_\_\_\_\_

Water Requirements: \_\_\_\_\_

## 2. Architect/Designer

Principal architect or designer Contact

Person: \_\_\_\_\_

Telephone (Office) \_\_\_\_\_

Alternate Tel. (Mobile) \_\_\_\_\_

Organization or \_\_\_\_\_

Company \_\_\_\_\_

P.O. Box, City \_\_\_\_\_

Municipality or Region \_\_\_\_\_

Country \_\_\_\_\_

E-mail address \_\_\_\_\_

## 3. Contractor

Principal

Contact Person: \_\_\_\_\_

Telephone (Office) \_\_\_\_\_

Alternate Tel. (Mobile) \_\_\_\_\_

Organization or Company \_\_\_\_\_

P.O. Box, City \_\_\_\_\_

Municipality or Region \_\_\_\_\_

Country \_\_\_\_\_

E-mail address \_\_\_\_\_

Documents establishing qualifications, registration and experience of the Contractor have to be submitted along with this application.

## Declaration

*I, the undersigned do hereby declare that all information above and attached to this application is true and correct.  
I further agree to the terms and conditions shown herein.*

Name of Applicant: \_\_\_\_\_

Position or Title of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Official Company Stamp

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### 4. Building Completion Certificate Application Requirements

Submission Requirements - Submit 2 hard copies and 1 soft copy of each required item.

## As-Built Drawings

### 1. Architectural

- 1.2) Plans (Scale 1:100), showing all the floors including roof plan, and indicating the proposed uses and dimensions for all indoor and outdoor spaces together with linkages to adjoining development or areas where appropriate. The roof plans shall be clearly annotated to show areas of public use and/or accessibility, and the location and type of any proposed roof top equipment (A/C units, tanks, telecommunication antennae, etc.).
- 1.3) Elevations (Scale 1:100), showing all elevations of all the buildings (including ancillary structures).
- 1.4) Sections: At least two sections (Scale 1:100), at right angles through the buildings showing the internal-external floor levels, window sill heights, parapet heights, and the relationship of the proposed Improvements to existing neighboring development and the pavement levels contiguous to the development.
- 1.5) Subordinate Structures: All elevations, plans (including roof plans) and sections (Scale 1:200), as applicable, for all subordinate structures including transformer station, guard house, if applicable, garbage storage receptacle, Landscape features, car parking shade structures signs, and lights, radio transmission and other aerials and any other structures visible from public areas.
- 1.6) Fences and Walls: Detail drawings, including elevations for the whole site (Scale 1:100) and sections (Scale 1:20) of proposed transparent fences and solid boundary walls. The drawings shall show all openings (e.g., garbage storage receptacles if to be included) together with details of meter boxes, letter boxes, lighting and any other wall mounted object.

### 2. M.E.P

- 2.1) Plans showing Mechanical, Electrical, Plumbing and AC (Scale 1:100).

### 3. Structural

- 3.1) As built drawing showing the structural plans (foundations, layouts, sections and details) (Scale 1:100).

### 4. IT

- 4.1) Detailed Structured Cabling System plan

#### *Confidentiality of Information*

*TIP acknowledges that all the information received within and attached to this application is considered confidential and may not be used for purposes other than this application and the operation of building to which this application relates.*

# Building Completion Certification Application Approval Form



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

Review Stage: \_\_\_\_\_

Ref. No.: \_\_\_\_\_

Reviewing Department: \_\_\_\_\_

## Comments:

Approved

Approved with Comments

Rejected

Department Signature, Stamp & Date