

9. Service Name: Issuance of Annual Inspection Certificate

Office or Division:	City Building Official			
Classification:	Simple Transaction			
Type of Transaction:	Issuance of Annual Inspection Certificate			
Who may avail:	Owner of the Building / Contractor who apply Annual Inspection Certificate			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form (notarized)		Building Official		
Business Permit		Provided by Client		
Photocopy of Transfer Certificate of Title / Condominium Title Certificate (for building)		Registry of Deeds		
Tax Declaration (for building)		Assessors Department		
Contract of Lease (for tenant)		Provided by client		
Fire Safety Inspection Certificate		Bureau of Fire Protection		
Building Plan / Issued Building Permit / Occupancy Permit		Provided by Client		
STEP	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS				
1. Submit all requirements duly complied with	1.1 Receive the documents	None	1 mins.	Admin Aide III
	1.2 Issue application number and advise client when Order of Payment is issued.		5 mins	Admin Asst.
	2. Set schedule for inspection & notify client for inspection.		5 mins	Architect / Engineer's in their field
	3. Inspection proper		10 mins/floor	Architect / Engineer's in their field
4. Receive the order of payment	4.1 Assessment of fees		5 mins.	Inspector
	4.2 Sign the Order of Payment then release to client		1 min.	Department Head; or next in rank

5. Proceed to cashier for payment	5. Receive payment and issue receipt	See computation of fees below	5 min	Cashier (Treasury Department)
6. Return the Official Receipt to the Office of the Building Official	6.1 Encode the corresponding amount on logbook		5 mins.	Admin Aide III
	6.2 Prepare a Certificate of Annual Inspection		5 mins.	Admin Aide III
7. Return the document to the office of Building Official	7. Sign the Certificate		1 mins.	Department Head
	8.1 Scanning all documents		5 mins.	Admin Aide III
	8.2 Profiling of documents		3 mins	
9. Claim issued Certificate of Annual Inspection	9. Release of Annual Inspection Certificate		2 mins.	Admin Aide III

END OF TRANSACTION

Computation of Fees:

Annual Architectural / Civil Inspection Fee:

Floor Area 200 sq.m. below; Php 240.00

Above 200 sq.m. up to 350 sq.m.; Php 480.00

Above 350 sq.m. up to 500 sq.m.; Php 720.00

Above 500 sq.m. up to 750 sq.m.; Php 960.00

Above 750 sq.m. up to 1,000 sq.m.; Php 1,200.00

Every 1,000 sq.m. or portion thereof in excess of (first) 1,000 sq.m.; Php 1,200.00 + Inspection Fee + Processing fee

Annual Sanitary / Plumbing Inspection Fee:

Per unit of CR; Php 60.00

Annual Electrical Inspection Fee:

Electrical inspection fee equivalent to 10% of Total Electrical Permit Fee

Annual Mechanical & Electronics Fee:

See Computation of Fees for Mechanical & Electronics Permit

Refer to National Building Code of the Philippines for other computation of fees