ISSUANCE OF CERTIFICATE OF OPERATION

Office or Division:	City Building Official
Classification:	**Simple Transaction**
Type of Transaction:	Government to citizen
Who may avail:	*Owner of the Building / Contractor who will apply for a Certificate of Operation*

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Issued Mechanical Permit / Electrical Permit	Provided by client
Certification from Professional Mechanical Engineer, with load testing result, equipment details, specification and load capacity & others	Provided by client
Authorization letter (Notarized)	Provided by client
Colored photocopy of PRC & PTR with original signed & sealed	Provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements for evaluation	1.1. Receive documents; Attach checklist		5 mins.	Admin Aide III
	1.2. Check completeness of requirements		10 mins.	Admin Asst.
			15 mins.	Admin Asst.
	1.3. Check authority on application; Issue application number		5 mins.	Admin Asst.

	1.4. Set schedule of inspection		20 mins.	Building Inspector
	1.5. Inspection Proper	Refer to computation of fees below	15 mins.	Evaluator
	1.6. Assess fees			
	Note: *If the plan &* *documents are found* *to be inconsistent with* *the building code, its* *referral codes & local* *ordinances, the* *Building Official will* *issue a Notice of* *Disapproval*		15 mins.	Department Head; or next in rank
	1.7. Review, approve, and sign the Order of Payment or Notice of Disapproval			
	1.8. Advise client when the Order of		2 mins.	Admin Aide III

	Payment is ready for release 1.9. Release Order of Payment to the Client		2 mins.	Admin Aide III
2. Payment of fees	2.1. Receive payment and issue receipt		5 mins.	Cashier (Treasury Department)
3. Return the Official Receipt to the Office of the Building Official	3.1. Encode the corresponding amount on logbook		5 mins.	Admin Aide III
	3.2. Printing of Certificate of Operation		5 mins.	Admin Aide III
	3.3. Sign the approved Certificate of Operation		15 mins.	Department Head
	3.4. Scanning of all documents		10 mins.	Admin Aide III
	3.5. Profiling of documents		5 mins.	Admin Aide III
4. Claim issued Certificate of Operation	3.1. Release of Certificate of Operation		3 mins.	Admin Aide III
TOTAL TRANSACTION TIME			**137 mins.**	

--- END OF TRANSACTION ---

ACTUAL MINIMUM AMOUNT OF COMPUTATION:

- **Elevator** : Php 500 first floors, Php 50 every succeeding floor.
- **Escalator** : Php 2,100 per unit

*Refer to National Building Code of the Philippines for the schedule of fees.