RENEWAL 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 the renewal of Certificate of Operation*

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Previously issued Certificate of Operation	Provided by Client
Certification from Professional Mechanical Engineer, with load testing result, equipment details, specification and load capacity & others	Provided by Client
Quarterly Preventive Maintenance Report	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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	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		2 mins.	Admin Aide III
	1.8. Advise client when the Order of Payment is ready for release		2 mins.	Admin Aide III

	1.9. Release Order of Payment to the Client			

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	4.1. 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 5 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.