



1. Issuance of Annual Inspection Certificate

A certificate issued to individuals or company applying for business permit.

Office/Division:	Municipal Engineering Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Business owner applying for business permit
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Copy of Approved plan of the building / establishment	Signed and sealed by a licensed Architect and Civil Engineer
Latest pictures of the business establishment (full view of the front; at least 5 inches x 7 inches size)	Applicant
Certifications from Licensed Professionals attesting their actual inspection of the building/ establishment conducted for the current year and certifying the structural soundness of the building and that the electrical/ mechanical/ sanitary installations are in order and safe submitted with a photocopy of their PRC IDs and PTRs - Original Signed & Sealed, Updated	Licensed Professionals
Updated As-Built Floor Plan and Site Development Plan (if applicable) duly signed and sealed by a licensed architect/ civil engineer and as built electrical plans, electrical layout, schedule of loads duly signed and sealed by a licensed professional electrical engineer - Original Signed & Sealed, Updated	Licensed Professionals
Proof of Ownership	Applicant
Copy of Certificate of Occupancy	Engineering Office/ One Stop Shop for Construction Permit (OSCP)



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Annual Inspection Report	1.1. Provide the client with the schedule of the inspection.	None	5 Minutes	<i>Officer of the Day Cubicle 3 or 4 One Stop Shop of the OSCP</i>
	1.2. Conduct site inspection and evaluation of the building or structure.		30 Minutes	<i>Engineering Staff (Inspector)</i>
	1.3. Evaluate and Assess the application		30 Minutes	<i>Engineering Staff (Evaluator)</i>
	1.4 Prepare Order of Payment		10 Minutes	<i>Engineering Staff (Evaluator)</i>
2. If approved, secure an Order of Payment from OSCP, pay the corresponding fees and charges at the Treasurer's Office. If disapproved, return to the owner for compliance.	2.1 Issue Order of Payment to client.	Assessment based on NBCP Table of Charges and Fees	5 Minutes	<i>Officer of the Day Cubicle 3 or 4 One Stop Shop of the OSCP</i>
	2.2 Encode copy of the Official Receipt.		3 Minutes	
	2.3 Prepare and print the Certificate of Annual Inspection		15 Minutes	
	2.4 Sign the approved Certificate of Annual Inspection		10 Minutes	
3. Return to OSCP to claim the Certificate of Annual Inspection and sign in the logbook to acknowledge receipt of the requested document	3. Release the approved Certificate of Annual Inspection	None	10 Minutes	<i>Officer of the Day Cubicle 3 or 4 of the OSCP</i>
TOTAL:		Amount varies	1 Hour and 58 Minutes	

Issuance of Annual Inspection Certificate is covered under National Building Code of the Philippines (PD 1096). It is also qualified for multi-stage processing.