

SECURING CERTIFICATE OF ANNUAL BUILDING INSPECTION

ABOUT THE SERVICE:

Under NBCDO Memorandum Circular no. 03 Series of 2011, Building Official is mandated to conduct **Annual Inspection** to all types of buildings within its jurisdiction.

Annual Inspection is conducted to ensure structural stability of the building and that all architectural, electrical, mechanical, plumbing/sanitary and safety standards are complied. After inspection and found to be in conformity with the approved plans and specifications on this office and the provisions of the National Fire Code, Philippine Electrical Code, Electronics Law, Philippine Mechanical Engineering Act and National Building Code and its Implementing Rules and Regulations, a Certificate of Annual Building Inspection will be issued.

WHO MAY AVAIL OF THE SERVICE:

All building/structure owners, including any agency or instrumentality of the government

WHAT ARE THE REQUIREMENTS:

- Letter Request for Annual Inspection
- Filled-up Application Form for Certificate of Annual Building Inspection

FEES/CHARGES:

Fees and Charges are computed based on the Revised Implementing Rules and Regulations of the National Building Code (PD 1096).

SCHEDULE OF AVAILABILITY OF SERVICE

- Mondays to Fridays
- 8:00 a.m. to 5:00 p.m.

HOW TO AVAIL OF THE SERVICE:

STEPS	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCE SSING TIME	PERSON IN CHARGE/ RESPONSIBLE	FEES / CHARG ES	FORMS
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1.	Submit Request Letter for annual inspection and fill-up Application Forms	<p>Receives the Letter Request and Duly filled-up Application Forms. Informs client on the scheduled date of inspection and advice to come back after receipt of notification from the office</p> <p>A composite team of Inspectors (Civil, Electrical, Mechanical and Electronics) will conduct inspection of Building / Structure / Facility</p>	<p>5 minutes</p> <p>4 hours (urban) 1 day (rural)</p>	<p><u>OCBO-RECEIVING</u></p> <p>RICHARD A. PUNGTILAN Building Official</p> <p>IMEE F. SIPISIP Admin. Aide IV</p> <p><u>OCBO-INSPECTION AND ENFORCEMENT DIVISION (IED)</u></p> <p>COMPOSITE TEAM</p>	<p>NONE</p> <p>NONE</p>	<p>Letter request for annual inspection/ Duly filled-up application form</p> <p>NONE</p>
2.	Go back to Building Office upon receipt of notification	Assesses annual inspection fees and issues assessed fees for payment	5 minutes	<p><u>OCBO-AD</u></p> <p>RICHARD A. PUNGTILAN</p>	New Schedule of fees and charges based on the NBCP and its IRR	NONE
3.	Pay at the treasury office, go back to Building Office and present Official Receipt. Receives the certificate	Records Official Receipt. Prepares, Records and Issues the Certificate of Annual Building Inspection	10 minutes	<p><u>OCBO-RELEASING</u></p> <p>IMEE F. SIPISIP</p> <p>ABIGAIL J. ASUNCION</p>	NONE	NONE

x-x--x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x-x						