

CITIZEN'S CHARTER

Frontline Service: Issuance of Certificate of Annual Inspection

Office: City Engineer's Office
3rd floor, City Hall Building

Schedule of Availability of Service:

Monday - Friday
8:00 a.m. - 5:00 p.m. without noon break

Who may Avail of the Service?

- All persons who own commercial establishment in Angeles City

What are the Requirements?

- **Renewal** – any of the following:
 - Photocopy of the Certificate of Occupancy
 - Previous Certificate of Annual Inspection
- **New**
 - Sketch of the Site
 - Certificate of Occupancy (optional)

Fees/Charges:

Computation of fees is based on the Schedule of Fees as enumerated in the National Building Code of the Philippines

Duration (under normal circumstances):

3 hours 30 minutes actual processing time –
Release within 2 working days



NO TO FIXERS & REDTAPE!

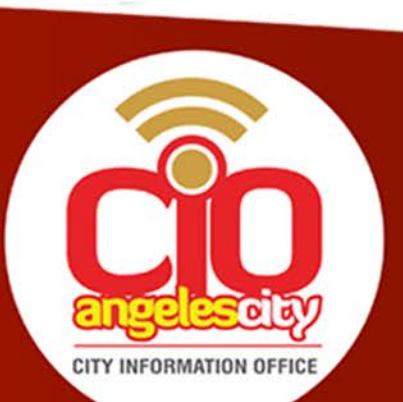
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How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity (Under normal circumstances)	Person in Charge	Fees/ Charges	Forms
1	Submit the requirement/s	Receive the requirement/s and advise Applicant to return after the conduct of site inspection	15 minutes	Receiving Clerk	None	Application Form
2		Conduct site inspection	2 hours	Marlon Lingat Engineer III Norbert Lagman Architect I	None	None
3		Assess fees and prepare Order of Payment Advise Applicant to proceed to City Treasurer's Office Windows 13 to 19 for payment of fees	10 minutes	Assessment Clerk	Computation is based on National Building Code of the Philippines	None
4	Proceed to City Treasurer's Office to any of Windows 13 to 19 for payment	Receive payment and issue Official Receipt	5 minutes	Local Revenue Collection Officer	As stated in the order of payment	Order of Payment
5	Proceed to City Building Official Office	Receive the photocopy of the Official Receipt Verify the following: a. Architectural b. Civil/ Structural c. Sanitary d. Electrical/ Electronics	10 minutes 10 minutes 10 minutes	Norbert Lagman Architect I Marlon Lingat Engineer III Eden Jose Mendoza Project Dev't. Officer II	None	None
6		Final verify the Annual Inspection Certificate	10 minutes	Oscar Vitug, Jr. Architect IV	None	None
7		Final approve the Annual Inspection Certificate	10 minutes	Donato N. Dizon City Building Official	None	None
8	Receive the Certificate	Issue the Certificate	10 minutes	Releasing Clerk	None	None

END OF TRANSACTION



NO TO FIXERS & REDTAPE!