PROCEDURE IN THE ISSUANCE OF THE CERTIFICATE OF ANNUAL INSPECTION
(Stage 2 – Issuance of Certificate of Annual Inspection)
(BUILDING, ELECTRICAL & MECHANICAL OPERATION)

PROCEDURES IN THE OFFICE OF THE BUILDING OFFICIAL

The Department of the Building Official (DBO) is mandated under the National Building Code of the Philippines to conduct Annual Inspection on all establishments within its jurisdiction.

1. After inspection:
   a. If your building / establishment / facility needs correction, a NOTICE TO RECTIFY will be issued to you with the information of the defects that needs to be corrected.
   b. If your building / establishment / facility has deviation from the approved plans, permits and certificates, a NOTICE OF VIOLATION will be issued to you. You must comply with the National Building Code requirements, specifically, the pertinent provisions on Building Permit and Certificate of Occupancy requirements. Refer to related pages on our website (www.quezoncity.gov.ph) on DBO procedures and on the requirements of Building Permit and Certificate of Occupancy.

2. After completing the necessary corrections, submit / file your COMPLIANCE LETTER at the RECEIVING SECTION of DBO together with the official receipt of the ANNUAL INSPECTION fee and the applicable documentary requirements listed on the checklist of requirements. If all your documents are complete as determined by the Receiving Officer, your request for further validation of your compliance will be officially received and you will be given an acknowledgement/follow-up slip (afs). Incomplete documents will not be accepted.

3. A composite team (Civil, Electrical and Mechanical Engineers) of DBO Inspectors will conduct a validation of the compliance of your building / establishment / facility with the National Building Code and other relevant engineering codes.
   a. If your building / establishment / facility is compliant with the National Building Code and other relevant engineering codes, your certificate of annual inspection will be granted. Get your certificate of annual inspection from the RELEASING SECTION of DBO after 7 working days from the date of your afs.
   b. If your building / establishment / facility is still non-compliant with the National Building Code and other relevant engineering codes, follow Step 2.