



## Requesting for Building Inspection of Business Permit Application

### ABOUT THE SERVICE

Enterprises are required to secure a Building Clearance upon application for Business Permit to ensure that the enterprise complied with the provisions of the National Building Code, building related laws and ordinances.

<b>Department / Office:</b>		<b>CITY ENGINEER'S OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2B - Government to Businesses		
<b>Who may avail</b>		Any Resident		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Business License Application / Assessment Form</li> </ul>		<ul style="list-style-type: none"> <li>Business Licensing Division - City Treasurers Office</li> </ul>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the CEO/ OBO  Go to a frontline staff and present your Business License Application Form			2 minutes	SOCORRO B. FRUEL Administrative Aide I  ENGR. EVANGELINE P. PASABA Engineer II (CE)
FOR NEW ENTERPRISES				
1. Submit Requirements  Submit the detailed information of the business and sketch of location for site inspection and picture of building or its façade.			3 minutes	ENGR. ELMER T. ALBO Engineer III (CE)  ENGR. GREGORY D. MORENO Engineer III (EE)
	2. Documents Review  Technical staff review documents, if found in order, proceed to Step 7.		5 minutes	ENGR. NELSON B. PRILLES Engineer III (ME)  ARCH. JOHN DARYL M. MARTINEZ Architect I
	3. Building Inspection (Optional)  If building inspection is required, ( <i>Site inspection is usually required for new enterprises</i> ), the applicant must submit the detailed information of the		30 minutes	



	business and sketch of location for site inspection.			
4. Inquire the Result of Inspection  Applicant inquires the result of inspection a day after the technical staffs conduct building inspection. He/she will receives an inspection report that list violations of the codes and ordinances found in the building			5 minutes	
5. Request for re-inspection  The applicant will inform the building inspectors that corrections have been done for re-inspection.			5 minutes	
6. Re-inspection of the Building  Technical staffs conduct re-inspection if the deficiencies stated in the inspection report have been corrected.			15 minutes	
7. Assessment and Approval  Once all the requirements have been complied with, an assessment and clearance will be given to the applicant.			5 minutes	
<b>TOTAL</b>		P	1 hour and 20 minutes	

**CITY ENGINEER'S OFFICE**

Room 106, G/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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