



**OFFICE OF THE MUNICIPAL ENGINEER /
BUILDING OFFICIAL**



1. Issuance of the Following Type of Construction

OFFICE / DIVISION	OFFICE OF THE MUNICIPAL ENGINEER / BUILDING OFFICIAL	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2C - Government to Client	
WHO MAY AVAIL	Any person, firm or corporation, including any agency or instrumentality of the government who shall construct, alter, repair, convert, use, occupy, move, demolish, add any building or structure or any portion thereof or legalize existing structure within the territorial jurisdiction of Quezon City shall apply for a corresponding construction permit. (Section 301, Paragraph 1 of the NBCP)	
CHECKLIST OF REQUIREMENTS		
WHERE TO SECURE		
I. ISSUANCE OF THE FOLLOWING TYPES OF CONSTRUCTION PERMITS		
a. Building Permit (New & Renovation)		
<input type="checkbox"/> <u>Simple Applications</u> - evaluates and processes permits and clearances for the following simple structures with a maximum floor area of 1,500 sq. m.:		
1. Single dwelling residential building which are not more than three (3) storey high;		
2. Commercial buildings which are not more than two (2) storeys high;		
3. Renovation within a mall with issued building permit;		
4. Warehouse of not more than two (2) storeys high, which is not for the storage of hazardous or combustible materials.		
<input type="checkbox"/> <u>Complex Applications</u>		
b. Ancillary Permits		
<input type="checkbox"/> Mechanical Permit		
<input type="checkbox"/> Sanitary / Plumbing Permit		
c. Accessory Permits		
<input type="checkbox"/> Fencing Permit		
<input type="checkbox"/> Repair Permit		
<input type="checkbox"/> Demolition Permit		
<input type="checkbox"/> Temporary Sidewalk Enclosure		
<input type="checkbox"/> Ground Preparation and Excavation Permit		



<p><u>A. BUILDING PERMITS FOR SIMPLE APPLICATIONS</u></p> <p>1) For New & Renovation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proof of ownership and rights to the property <input type="checkbox"/> Real property tax declarations <input type="checkbox"/> Real property tax payments (updated) <input type="checkbox"/> Previous building permit and previous approved plans (if for renovation, addition or extension) <input type="checkbox"/> Application Forms (duly accomplished) <input type="checkbox"/> Locational Clearance <input type="checkbox"/> Fire Safety Evaluation Clearance <input type="checkbox"/> Building Permits Application forms <input type="checkbox"/> PRC IDs & PTRs <input type="checkbox"/> Building plans (signed & sealed) <input type="checkbox"/> Cost Estimate <input type="checkbox"/> Materials Specification <input type="checkbox"/> Lot plan(signed & sealed) <input type="checkbox"/> Structural Analysis <input type="checkbox"/> COSH, DOLE approved <p><u>B. BUILDING PERMITS FOR COMPLEX APPLICATIONS</u></p> <p>1) For New & Renovation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proof of ownership and rights to the property <input type="checkbox"/> Real property tax declarations <input type="checkbox"/> Previous building permit and previous approved plans (if for renovation, addition or extension) <input type="checkbox"/> Clearances <input type="checkbox"/> Barangay Clearance <input type="checkbox"/> Locational Clearance <input type="checkbox"/> Fire Safety Evaluation Clearance <input type="checkbox"/> Other applicable clearances (DPWH, etc.) 	-	-
<ul style="list-style-type: none"> <input type="checkbox"/> Application forms w/ PRC IDs & PTRs <input type="checkbox"/> Building plans (signed & sealed) <input type="checkbox"/> Cost Estimate <input type="checkbox"/> Materials Specification <input type="checkbox"/> Lot plan(signed & sealed) 		



<ul style="list-style-type: none"> <input type="checkbox"/> Structural Analysis (signed & sealed) <input type="checkbox"/> Boring Soil Test (signed & sealed) <input type="checkbox"/> COSH, DOLE approved 2) For Demolition Permit <ul style="list-style-type: none"> <input type="checkbox"/> Proof of ownership and rights to the property <input type="checkbox"/> Real property tax declarations (lot & building) <input type="checkbox"/> Real property tax certification / clearance (lot & building) <input type="checkbox"/> Barangay Clearance <input type="checkbox"/> Application forms w/ PRC IDs & PTRs 3) For Ground Preparation & Excavation Permit <ul style="list-style-type: none"> <input type="checkbox"/> Proof of ownership and rights to the property <input type="checkbox"/> Real property tax declarations <input type="checkbox"/> Clearances <input type="checkbox"/> Barangay Clearance <input type="checkbox"/> Locational Clearance <input type="checkbox"/> Application forms w/ PRC IDs & PTRs <input type="checkbox"/> Building Plans (signed & sealed) <input type="checkbox"/> Supporting documents (signed & sealed) <input type="checkbox"/> Cash bond (Section 304, Paragraph 4, NBCP) 4) For Fencing Permit and For Repair Permit <ul style="list-style-type: none"> <input type="checkbox"/> Proof of ownership and rights to the property <input type="checkbox"/> Real property tax declarations <input type="checkbox"/> Real property tax certification / clearance <input type="checkbox"/> Previous building permit (if for repair) <input type="checkbox"/> Barangay Clearance <input type="checkbox"/> Application forms w/ PRC IDs & PTRs <input type="checkbox"/> Additional requirements for Fencing Permit applications <ul style="list-style-type: none"> <input type="checkbox"/> Lot plan (indicating the length of the fence, the location and width of the gate/ opening) <input type="checkbox"/> Building Plans (for fence more than 1.00 meter high) 	
<ul style="list-style-type: none"> 5) For Mechanical or Sanitary Plumbing Permit <ul style="list-style-type: none"> <input type="checkbox"/> Approved building permit <input type="checkbox"/> If mechanical permit for tower crane <input type="checkbox"/> Barangay Clearance <input type="checkbox"/> Application forms w/ PRC IDs & PTRs 	



<input type="checkbox"/> Plans (signed & sealed) 6) For Temporary Sidewalk Enclosure <input type="checkbox"/> Approved building permit <input type="checkbox"/> Barangay Clearance <input type="checkbox"/> DPWH Clearance (if along a national road) <input type="checkbox"/> Application forms w/ PRC IDs & PTRs <input type="checkbox"/> Building plans (signed & sealed) Processing Period: 5 working days for simple applications and 15 working days for complex applications, if application documents are compliant to the NBCP and other referral codes				
Client Steps	Agency Actions	Fees	Processing Time	Person Responsible
1. Submission of Application Forms & Documentary Requirements				
1.1 Get application forms and list of requirements from receiving staff	Give Application forms & list of requirements		5 minutes	<i>Receiving Staff</i>
How to file your application				
1.2 Present complete application documents at the Receiving Staff • For senior citizens, persons with disability, pregnant women and women with little children, get a priority.	Check for completeness of documents. Give the follow-up slip to the applicant with instructions on how and when to follow up. (Day 1)		<input type="checkbox"/> 20 minutes for simple applications <input type="checkbox"/> 40 minutes for complex applications	<i>Evaluator / Processor, Inspector</i>



	Internal Process (Day 2 to Day 5) for Simple Applications (Day 2 to Day 15) for Complex Applications		5 working days (Day 1 to Day 5) (Day 2 to Day 15) for complex Applications	Evaluator /Processor, Inspector
<p><i>How to follow up your application (after 5 working days for simple applications and 15 working days for complex applications)</i></p>				
Wait for our Notice thru text message Through telephone call at (049) 521-0300 or Through personal visit to this office and present follow-up slip	If application is compliant, give order of payment (OP) and proceed to Treasury Office for payment.		5 minutes	<i>Evaluator / Processor</i>
2. Receipt of the Order of Payment				
<p>After 4 working days for simple applications and 14 working days for complex applications:</p>				



<p>2.2 Present follow-up slip, valid ID and notarized authorization letter (if representative) to receiving staff a.) If compliant, get the Order of Payment (OP). If for compliance, get deficient documents (Refer with your design professionals for the necessary corrections as indicated on the evaluation sheets.) Return the corrected documents to evaluator/processor for re-evaluation</p>	<p>a.) Release the Order of Payment (OP).</p>	<p>Refer to the Schedule of Fees</p>	<p>5 minutes</p>	<p><i>Evaluator / Processor</i></p>
	<p>Release the noncompliant documents to the applicant.</p>			
	<p>c.) Evaluate corrected documents if compliant to the NBCP and other referral codes. If approved, give applicant a compliance slip. For issuance of order of payment (OP)</p>			



	c.) Return the corrected documents to evaluator/processor for re-evaluations			
3. Payment of Fees and Charges				
3.1 Pay at the Treasurer's Office	(Issue the official receipt)	Refer to the Schedule of Fees		<i>(Cashier of the Treasurer's Office)</i>
3.2 Bring the official receipt (O.R.) to the Receiving/Releasing Staff	Encode the O.R. number		5 minutes	<i>Receiving /Releasing Staff</i>
4. Claiming of the Building Permit				
How to get your building permit				
4.1.2 Present the follow-up slip, a valid ID and a notarized authorization letter (if representative) to the Releasing	Release the approved plans and permits for simple or complex applications		<input type="checkbox"/> 10 minutes for simple application <input type="checkbox"/> 45 minutes for complex applications	<i>Receiving /Releasing Staff</i>
END OF TRANSACTION				



2. Issuance of the Certificate of Final Electrical Inspection (CFEI)

OFFICE / DIVISION	OFFICE OF THE MUNICIPAL ENGINEER / BUILDING OFFICIAL			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	Any person, firm or corporation, including any agency or instrumentality of the government who wish to get a new permanent electrical connection for a newly constructed building/structure within the territorial jurisdiction of Quezon City shall apply for a corresponding certificate of final electrical inspection. (Section 309, Paragraph 1 of the NBCP)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<input type="checkbox"/> Photocopy of the approved building permit		Building Owner		
<input type="checkbox"/> Photocopy of the approved electrical permit		Building Owner		
<input type="checkbox"/> Duly filled out Certificate of Final Electrical Inspection form w/ PRC ID & PTR		OBO and Project in-charge		
<input type="checkbox"/> Approved electrical plans / As-built electrical plans (if with deviation from the approved electrical plans or if Green Building)		Project In-Charge		
<input type="checkbox"/> Supporting documents		Building Owner		
Processing Period: 2 working days, if CFEI application is compliant to the NBCP and other referral codes				
Client Steps	Agency Actions	Fee	Processing Time	Person Responsible
1. Submission of Application Forms & Documentary Requirements				
1.1 Get application forms and list of requirements from receiving staff	Give application forms and list of requirements		5 minutes	Receiving / Releasing Staff



How to file your application				
1.1.2 Present complete application documents to the Receiving Frontline of OBO. For senior citizen's, person with disability, pregnant women and women with little children, get priority.	Check for completeness of documents.		5 minutes	<i>Receiving / Releasing Staff</i>
	Conduct Site Inspection Evaluation and Process		4 Hours	<i>Inspector</i>
	Evaluation and Process Inspects if electrical installation is conforming to the approved electrical plans and compliant to the applicable codes:		1 working day	<i>Evaluator / Processor</i>
How to follow up your application (after 2 working days):				
Wait for our Notice thru text message Through telephone call at (049) 521-0300 or Through personal visit to this office and present follow-up slip	Give the status of the application.		10 minutes	<i>Evaluator / Processor</i>



2. Receipt of the Order of Payment				
After 2 working days:				
<p>Present follow-up slip, valid ID and notarized authorization letter (if representative) to receiving staff</p> <p>a.) If compliant, get the Order of Payment (OP)</p> <p>b.) If for compliance receives the advice of action from the inspector. (Refer with your professionals on record for the necessary corrections as indicated on the advice of action.)</p> <p>c.) Re-submit corrected documents for approval. If approved, request for re-inspection.</p>	<p>Release the Order of Payment (OP).</p> <p>a.) if compliant, advises applicant to claim after 1 working days the CFEI at Releasing Staff.</p> <p>b.) if for compliance, issue the advice of action.</p> <p>c.) Evaluates the corrected documents if compliant to the NBCP and the PEC. If compliant, schedules a re-inspection</p>	<p>Refer to the Schedule of Fees</p>	5 minutes	<i>Evaluator / Processor</i>
			1 working day	<i>Evaluator / Processor</i>



3. Payment of Fees and Charges				
3.1 Pay at the Treasurer's Office	(Issue the official receipt)			<i>(Cashier of the Treasurer's Office)</i>
3.2 Bring the official receipt (O.R.) to the Receiving / Releasing Staff	Encode the O.R. number		5 minutes	<i>Receiving / Releasing Staff</i>
4. Claiming of the CFEI				
How to claim your CFEI:				
4.1 Present valid ID and notarized authorization letter (if representative) to the Releasing Staff	Release the CFEI.		5 minutes	<i>Receiving / Releasing Staff</i>
END OF TRANSACTION				



3. Issuance of the Certificate of Occupancy / Certificate of Use

OFFICE / DIVISION	OFFICE OF THE MUNICIPAL ENGINEER / BUILDING OFFICIAL			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	Any person, firm or corporation, including any agency or instrumentality of the government who shall occupy and/ or use any building/structure, any portion thereof within the territorial jurisdiction of Quezon City shall apply for a corresponding Certificate of Occupancy / Use. (Section 309, Paragraph 1 of the NBCP)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
a. Photos of the completed structure (front, sides, and rear)			Owner / Project In-Charge	
b. Fire safety Inspection Certificates (FSIC)			PBFP Office	
c. Photocopies of all approved permits			Owner	
d. Certificate of Completion (for the structure) w/ PRC IDs and PTRs			OBO and Project In-Charge	
e. Approved plans or As-Built plans, if with deviation			Project In-Charge	
Client (Steps)	Agency Actions	Fee	Processing Time	Persons Responsible
1. Submission of Application Forms & Documentary Requirements				
1.1 Get application forms and list of requirements from receiving staff	1.1 Give application forms and list of requirements		5 minutes	<i>Receiving Staff</i>
How to file your application				



1.2 Present complete application documents at the Receiving Staff. For senior citizens, person with disability, pregnant women and women with little children, get a priority.	1.2.1 Check for completeness of documents. Give the follow-up slip to the applicant with instructions on how and when to follow up. (Day 1)		<input type="checkbox"/> 20 minutes for simple applications <input type="checkbox"/> 40 minutes for complex applications	<i>Receiving Staff</i>
	1.2.2 Conduct Site Inspection		4 hours for simple 2 working days for complex	<i>Inspector</i>
	1.2.3 Evaluation Process (Day 2 to Day 7)		5 working days for simple and	<i>Evaluator / Processor</i>
		7 working days for complex		
<p>How to follow up your application (after 5 working days for simple applications and 7 working days for complex applications):</p>				
1.3 Wait for our Notice thru text message, through telephone call at (049) 521-0300 or through personal visit to this office and present follow - up slip	1.3.1 If application is compliant, instruct applicant to pick up the order of payment (OP).	none	10 minutes	<i>Receiving Staff</i>



	1.3.2 If application is for compliance, instruct applicant to comply the necessary requirements /documents.			
2. Receipt of the Order of Payment				
2.1 Present follow-up slip, valid ID and notarized authorization letter (if representative) to receiving staff				<i>Evaluator / Processor</i>
2.1.1 If compliant, get the Order of Payment (O.P.) 2.1.2 If for compliance, get deficient documents at the evaluator. (Refer with your design professionals for the necessary corrections as indicated on the evaluation sheets.) 2.1.3 Return the corrected documents.	2.1.1 Release the Order of Payment (O.P.). 2.1.2 Release the noncompliant documents to the applicant. 2.1.3 Evaluate corrected documents if compliant to the NBCP and other referral codes.	Refer to the Schedule of Fees	5 minutes 10 minutes <input type="checkbox"/> 20 minutes for simple applications and 40 minutes for complex applications	<i>Evaluator / Processor</i>



3. Payment of Fees and Charges				
3.1 Pay at the Treasurer's Office	3.1 (Issue the official receipt)	Refer to the Schedule of Fees		<i>(Cashier of the Treasurer's Office)</i>
3.2 Bring the official receipt (O.R.) to the Receiving / Releasing Staff	3.2 Encode the O.R. number		5 minutes	<i>Receiving / Releasing Staff</i>
	3.3 Prepare and process of the Certificates of Occupancy		20 minutes	
4. Claiming the of the Certificate of Occupancy				
4.1 How to get your Occupancy Certificate				
4.1 Present valid ID and notarized authorization letter (if representative) to the Releasing Staff	4.1 Release the certificate of occupancy / use and get the copy of tax declaration.		• 20 minutes for simple applications Releasing Staff and 45 minutes for complex applications	<i>Releasing Staff</i>
END OF TRANSACTION				



4. Issuance of Certificates of Final Inspection (Mechanical, ETC)

OFFICE / DIVISION	OFFICE OF THE MUNICIPAL ENGINEER / BUILDING OFFICIAL			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	Any person, firm or corporation, including any agency or instrumentality of the government who shall use any installed duly permitted machinery or equipment within the territorial jurisdiction of Quezon City shall apply for a corresponding final certificate to operate. (Section 309, paragraph 1 of the NBCP)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<input type="checkbox"/> Photocopies of approved building permit <input type="checkbox"/> Photocopies of approved mechanical permit <input type="checkbox"/> Certificates of Completion w/ PRC ID & PTR <input type="checkbox"/> Approved electrical plans / as – built mechanical plans (if with deviation from the approved mechanical plans or if Green Building)			Owner Owner OBO and Project In-Charge	
Processing Period: 3 working days, if application documents are conforming to NBCP and other referral codes.				
Client (Steps)	Agency Actions	Fee	Processing Time	Persons Responsible
1. Submission of Application Forms & Documentary Requirements				
1.1 Get application forms and list of requirements from receiving staff	1.1 Give application forms and list of requirements		5 minutes	Receiving Staff



How to file your application				
1.2 Present complete application documents at the Receiving Staff. For senior citizens, persons with disability, pregnant get a priority.	1.2.1 Check for completeness of documents. Give the follow-up slip to the applicant with instructions on how and when. to follow up. (Day 1)		10 minutes	<i>Receiving Staff</i>
	1.2.2 Inspect if conforming to the approved plans and compliant to the applicable codes		4hours	<i>Inspector</i>
	1.2.3 Evaluation Process		3 working days	<i>Evaluator / Processor</i>
How to follow up your application (after 7 working days):				
1.3 Wait for our Notice thru text message, through telephone call at (049) 21 0300 or through personal visit to this office, and present follow - up slip.	Give the status of the application.		10 minutes	<i>Receiving Staff</i>



<i>2. Receipt of the Order of Payment</i>				
2.1 Present follow-up slip, valid ID and notarized authorization letter (if representative) to receiving staff				<i>Evaluator / Processor</i>
a.) If compliant, get the Order of Payment (O.P.)	a.) Release the Order of Payment (O.P.).	Refer to the Schedule of Fees	5 minutes	<i>Evaluator / Processor</i>
b.) If for compliance, get deficient documents at the evaluator. (Refer with your design professionals for the necessary corrections as indicated on the evaluation sheets.)	b.) Release the noncompliant documents to the applicant.		10 minutes	
c.) Return the corrected documents.	c.) Evaluate corrected documents if compliant to the NBCP and other referral codes.		Return to item 1.2	
<i>3. Payment of Fees and Charges</i>				
3.1 Pay at the Treasurer's Office	(Issue the official receipt)	Refer to the Schedule of Fees	5 minutes	<i>(Cashier of the Treasurer's Office)</i>
3.2 Bring the official receipt (O.R.) to the Receiving / Releasing Staff	3.2 Encode the O.R. number		20 minutes	<i>Receiving / Releasing Staff</i>



	3.3 Prepare and process of the Certificates of Use / to Operate			
4. Claiming the of the Certificate of Use / Operate				
4.1 How to get your Occupancy Certificate				
Release the certificate of use / to Operate.			5 minutes	<i>Releasing Staff</i>
Present valid ID and notarized authorization letter (if representative) to the Releasing Staff				
END OF TRANSACTION				



5. Issuance of the following Certificates of Annual Inspections

- Certificate of Annual Building Inspection
- Certificate of Annual Electrical Inspection
- Certificates of Annual Mechanical Inspections

OFFICE / DIVISION	Office of the Municipal Engineer / Building Official	
CLASIFICATION	Simple and Complex	
TYPE OF TRANSACTION	G2C - Government to Client	
WHO MAY AVAIL	<p>Any person who is an administrator or an owner of a building within the jurisdiction of Alaminos, Laguna.</p> <p>How to Avail Annual Safety Inspection Services</p> <ol style="list-style-type: none"> 1. Building owner or building administrator may request for a safety inspection, or 2. May, also, be conducted under the regular inspection program of OBO as mandated by law. 	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	The following are the documentary requirements for the Certificates of Annual Inspection:	
	1. Request for inspection form (completely filled-up)	OBO
	2. For Building/Structure	
	a. Photocopy of Building Permit	Owner
	b. Photocopy of Occupancy Permit	Owner
	c. Certificate of Structural Stability (for buildings 15 years old and older)	Owner
	d. Structural Stability Assessment Report (wet-signed and dry-sealed)	Owner
	e. Notarized Joint Certification with photocopy of PRC ID & PTR (wet-signed & dry-sealed)	OBO & Owner
	f. Photocopy of latest FSIC	BFP Online
	3. Electrical	
	a. Preventive Maintenance Report and Insulation Resistance Test	Owner
	b. Certification of Existing Condition of Electrical Installation (from a licensed electrical practitioner)	Owner
	c. Notarized Joint Certification with photocopy of PRC ID & PTR (wet-signed & dry-sealed)	OBO & Owner
	d. Latest Certificate of Electrical Inspection (CEI)	Owner
	4. Mechanical	



a. Previous Mechanical Permit or Certificate	Owner			
b. Photocopy of latest FSIC	Owner/BFP Office			
c. Certification & Test Result from service provider/installers of the ff:				
o Elevator	Owner			
o Escalator	Owner			
o Boiler	Owner			
o Pressure Vessels	Owner			
o Tower Crane	Owner			
e. Certification of Person in charge of Operation & Maintenance (CPM/RME/PME)	Project In-Charge			
f. Safety & Health Committee; Records of Safety Activities; Monthly Meetings	Owner			
g. Tax Declaration for Machinery	Owner			
h. OSHO Safety Officer	Owner			
i. Notarized Joint Certification with photocopy of PRC ID &PTR (wet-signed & dry-sealed)	OBO & Project In-Charge			
Processing Period:	Within fifteen (15) working days from the date the request was received, if the documentary requirements are complete and if the building is compliant to the National Building Code of the Philippines and other referral codes.			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Forms & Documentary Requirements - Get request forms and list of requirements from receiving staff -File the Request for Inspection.	1.1 Give application forms and list of requirements	None	5 minutes	<i>Receiving Staff</i>
	1.2 Receive request and put request number on the form	None	5 minutes	<i>Receiving Staff</i>



2. Wait for our Notice thru text message	Conduct safety inspection, evaluate the inspection report and issue the order of payment (OP).	None	Within ten (10) Working Days.	<i>Evaluator/ Processor, Inspector</i>
3. File the Request for Inspection. Wait for your notice thru text message Through telephone call at (049) 521-0300 or Through personal visit to this office. & present follow - up slip	Give the status of the application.	None	10 minutes	<i>Receiving Staff</i>
4. Get the OP from Receiving Staff or	Release the OP.	Refer to the schedule of fees	5 minutes	<i>Receiving/Releasing Staff</i>
5. Pay the Annual Inspection Fee to the Treasurer's Office	Receive payment and issue Official Receipt (OR).	As stated on the OP		<i>Cashier of the Treasurer's Office</i>
6. Submit copy of the OR and the documentary requirements to the Receiving Staff	Receive the copy of the OR and the documentary requirements, and forward to Evaluator/Processor for processing.	None	10 minutes	<i>Receiving Staff</i>



	Internal Process (Processing of the certificates of annual inspections)	None	5 working days	<i>Receiving Staff</i>
7. Go back to evaluator/ processor and get your annual inspection certificates	Release the certificates	None	5 minutes	<i>Releasing Staff</i>
END OF TRANSACTION				