



Republic of the Philippines
 City of General Trias
 Province of Cavite

CITY BUILDING REGULATORY DIVISION

M-F 8 am to 5 pm | Contact # 0960-216-1997 | obo@generaltrias.gov.ph



Let's Join Forces
 For a More Progressive
 General Trias

**REQUIREMENTS FOR
 CERTIFICATE OF ANNUAL INSPECTION**

- Letter of Intent/Response Letter (2 Copies)** – intent/permission to conduct an annual inspection address to **ENGR. NORMAN C. BUGTONG** (Building Official)
- Annual Inspection Permission Form (1 Original Copy)** - completely filled-out and signed by the Owner.
 - Download Forms at <http://tinyurl.com/CAIPFGentri> (*Print on SHORT Size Bond Paper*)
 - Completely and legibly filled-out
 - To be signed by the OWNER
- Certificate of Occupancy (1 Copy)**
- Certification of Safe to Use and Serviceability**

- Architectural Presentability (1 Original Copy)** – report and certification prepared, signed and sealed by a LICENSED ARCHITECT.
- Structural Stability (1 Original Copy)** – report and certification prepared, signed and sealed by a LICENSED STRUCTURAL ENGINEER.
- Earthquake Recording Instrumentation (ERI) (1 Original Copy)** – prepared, signed and sealed by a CERTIFIED STRUCTURAL ENGINEER.

CERTIFIED CIVIL/STRUCTURAL ENGINEER - a civil engineer with special qualifications to practice structural engineering with appropriate training in seismic instrumentation to be conducted by Association of Structural Engineers of the Philippines (ASEP) in coordination with Department of Public Works and Highways (DPWH).

See list of privately-owned structures/buildings required to install ERI:

TYPE/HEIGHT OF BUILDING	LOCATION OF ERI
A. Buildings above fifty (50) meters in height	At least 3 accelerographs located at: 1. Ground Floor/Lowest Basement 2. Middle Floor 3. Floor Below Roof
B. Hospitals with fifty (50) bed-capacity or more	One accelerograph installed at the Ground Floor/Lowest Basement.
C. Schools with twenty (20) classrooms or more but not less than 3 storeys.	One accelerograph installed at the Ground Floor/Lowest Basement.
D. Commercial buildings with occupancy of at least 1,000 persons or gross floor area of at least 10,000 square meters.	One accelerograph installed at the Ground Floor/Lowest Basement.
E. Industrial buildings with occupancy of at least 1,000 persons and gross floor area of at least 10,000 square meters.	One accelerograph installed at the Ground Floor/Lowest Basement.

- Attached with the following necessary documents pursuant to *DPWH NBCDO Circular No. 001 Series of 2015: "Guidelines and Implementing Rules on Earthquake Recording Instrumentation for Buildings"*:
 - Report on the existence of the Seismic Instruments in the Building including the detailed installation number: duly prepared, signed and sealed EACH PAGE by a CERTIFIED CIVIL/STRUCTURAL ENGINEER.
 - Updated Narrative Report on the Physical Condition of the Earthquake Recording Instrument (ERI) and Seismic Instrumentation Room (SIR): duly prepared, signed and sealed EACH PAGE by a CERTIFIED CIVIL/STRUCTURAL ENGINEER.
 - Latest Certification (Certificate of Occupancy and/or Annual Certificate of Inspection) issued by the Office of the Building Official.
- Electrical Safety (1 Original Copy)** – report and certification prepared, signed and sealed by a PROFESSIONAL ELECTRICAL ENGINEER.
- Mechanical Safety and Presentability (1 Original Copy)** – report and certification prepared, signed and sealed by a PROFESSIONAL MECHANICAL ENGINEER.
 - **Updated Permit-to-Operate (PTO) of all existing machineries and mechanical equipment.** If none, attach PTO requirements for each machinery and mechanical equipment.
- Sanitary Requirements (1 Original Copy)** – report and certification prepared, signed and sealed by a LICENSED SANITARY ENGINEER.