

12. Service Name: Receipt of Complaint against Constructions and/or for the Suspension of Revocation of Permit

Office or Division:	City Building Official			
Classification:	Simple Transaction (up to inspection only)			
Type of Transaction:	Filling of Complain			
Who may avail:	Residence who has a complain regarding construction or other cases related to building / structure			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Complain		Provided by Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Complaint	1. Receive the Request	None	1 min.	Admin Aide I
	2. Set schedule for inspection & notify client for inspection.	None	5 mins	Inspector
	3.1 Inspection proper. 3.2 Issue Notice of Violation (if applicable) then take a picture for documentation		30 mins	Inspector
	4.1 Preparation of inspection report 4.2 Signing of inspection report 4.3 Profiling of documents		2 hours 1 min. 1 min.	Inspector Department Head / Inspectors Admin Aide III
5. Receive the Inspection report	5.1 Give a copy of Inspection Report and recommendation 5.2, If necessary, set a meeting to the complainant and defendant to settle the issue. (Proceed to quasi-judicial proceeding before Building Official)		2 mins.	Admin Aide III

END OF TRANSACTION