

CITY ENGINEER'S OFFICE

Seminary Road, Brgy. Del Carmen, Iligan City, 9200

Tel.: (063) 221-4645 / 221-4638 email : ceo_iligan@yahoo.com

Frontline service : **APPROVAL OF OCCUPANCY PERMIT**

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who may Avail of the Service : Those who will apply for Occupancy Permit, whose Building Permit is already approved and the structure is already completed and ready for occupancy use.

What are the Requirements :
1) Approved clearance from Land Use and Zoning
2) Fire Safety Evaluation Clearance

Duration : 1 hour and 30 mins.

How to Avail of the Service :

| STEP | APPLICANT/CLIENT | SERVICES PROVIDER | DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES | PERSON IN CHARGE | FEES | FORM/S |
|---------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------|------|--------|
| 1 | Returned application of Occupancy with correction and complete requirements. | Received/evaluate returned application of Occupancy Permit, with correction and complete requirements. | 30 mins. | Engineering Assistant | | |
| | | Final evaluation and recommended for approval | 20 mins. | OIC-Building Division | | |
| | | Approved | 20 mins. | Building Official | | |
| | | Released | 20 mins. | Building Inspector | | |
| END OF TRANSACTION | | | | | | |