

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 : **ISSUANCE OF CERTIFICATION FOR CARWASH 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 are applying Carwash Permit

What are the Requirements :

1. Waste water from the buildings and premises could empty without causing nuisance to the community and danger to the public health.
2. Buildings and premises producing waste shall be connected to the municipal drainage system in all areas where it exists.
3. Constructing grease trap and oil separator

Duration : 3 hours and 47 mins/variable



How to Avail of the Service :

ISSUANCE OF CERTIFICATION FOR CARWASH PERMIT

STEP	APPLICANT/CLIENT	SERVICES PROVIDER	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON IN CHARGE	FEES	FORM/S
1	Applies for a carwash permit	Ask for the letter request/plans, interview the client for the location of the project and give him/her the list of requirements.	10 mins.	Engineer III		
2	After complying the list/ report back to SIR and asks for inspection	Give schedule for inspection of Carwash	5 mins.	Engineer III, Eng'g. Asst.		
3	Goes with inspector of inspection	Inspect carwash area if it has complied with the standard requirements as far as the city is concerned Encode and print certification, review data findings and affix initials in the certification photocopy the certification as office file	3 hours 30 mins.	Eng'g. Asst. Encoder, Engineer III, Eng'g. Asst.		
4	Client claims the certification	Release the certification of the client.	2 mins.	Encoder/ releasing staff		Certification that complied the standard requirements
END OF TRANSACTION						