

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 OF APPROVED BUILDING PERMIT/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 secure certification of approved Building Permit and Occupancy Permit

What are the Requirements : Letter request address to the Building Official

Duration : 1 hour and 45 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	Submit letter request for the issuance of certification of approved Building Permit / Occupancy Permit	Received letter request	5 mins.	Engineering Assistant	Certification fee (P50.00)	
		Search on file	1 hour	Clerk (Casual)		
		Prepare certification	15 mins.	Clerk (Casual)		
		Checked and recommended for approval	10 mins.	OIC-Building Division		
		Issued statement of account for payment	10 mins.	OIC-Building Division		
		Approved	5 mins.	Building Official		
END OF TRANSACTION						

