

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 EXCAVATION PERMIT FOR WATER CONNECTION

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 : Applicants for Water Connection

What are the Requirements : a) Application for water connection form from the Iligan City Waterworks System
b) Filled out Excavation Permit form

Duration : 3 hours and 47 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 filled-out application form for water connection from ICWS and filled out Excavation Permit form	Receive filled-out Excavation Permit form	3 mins.	Admin. Asst.		
		Inform client for the schedule of inspection	3 mins.	Admin. Asst.		
		Conduct on-site inspection, evaluate and assess	3 hours	Admin. Asst.		
2	Receive the order of payment	Issue the order of payment	3 mins.	Admin. Asst.		
3	Pay the corresponding fees at the City Treasurer's Office	Receive and record O.R. payment	3 mins.	Admin. Asst.		
		Process for approval of Excavation Permit to the City Engineer	30 mins.	Admin. Asst.		
4	Receive approved Excavation Permit	Release approved Excavation Permit to client	5 mins.	Admin. Asst.		
END OF TRANSACTION						