

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 : PROCESSING 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) 1 photocopy of approved Building, Electrical, Plumbing and Mechanical permit application
- 2) 1 set of approved plan
- 3) Completion forms (Building, Electrical, Plumbing and Mechanical)duly signed by the Engineers who sign in application forms

Duration : 2 hours and 25 mins.

How to Avail of the Service :

STEP	APPLICANT/ CLIENT	SERVICES PROVIDER	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON IN CHARGE	FEEES	FORM/S
1	Submit filled-out completions together with other requirements	Received/reviewed all the requirements and issue Certificate of Occupancy to be process	30 mins.	Engineering Assistant	Per assessment is based on schedule of fees stipulated in the National Building Code	Completion Building, Electrical, Plumbing, Mechanical and other documents
		Schedule for inspection on the site	5 mins.	Building Inspector		
		Conduct final inspection on site and evaluate the structure if it conform to the approved plans and specification based in the approved Building Permit.	1 hour	Engineer II, Building Electrical, Mechanical Inspector, Master Plumber		
		Assessment of Payment	30 mins.	Engineer II, Building Electrical, Mechanical Inspector, Master Plumber		
		If there is deficiency, returned to owner for correction	10 mins.	OIC-Building Division		
		Issued statement of account for payment	10 mins.			
END OF TRANSACTION						