

**ISSUANCE OF CERTIFICATE OF ANNUAL INSPECTION FOR BUSINESS PERMIT**

MUNICIPAL ENGINEERING OFFICE  
Monday – Friday (8:00am – 5:00pm)

**Requirements :**

1. Inspection report.

**Procedure:**

No.	Applicant/s	Service Provider	Duration	Concern Person	Fees	Form
1	Present all the required documents	Review, Inspect & assess the required documents	1 hour	Mr. Renato Saul Ms. Marie Joyce Peralta	None	
2	Payment to the cashier	Process payment and Issue Official Receipt	3 min.	Cashier	As per issued order of payment.	
3	Sign Logbook for release.	Grant / Issue Certificate	1min.	M.E.O Staff	None	