

**ISSUANCE OF CERTIFICATE OF OCCUPANCY PERMIT**

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

**Requirements :**

1. Properly filled – up of completion forms duly signed by engineer's concerned.

**Procedure:**

<b>No.</b>	<b>Applicant/s</b>	<b>Service Provider</b>	<b>Duration</b>	<b>Concern Person</b>	<b>Fees</b>	<b>Form</b>
1	Present all the required documents	Review, Inspect & assess the required documents	1 hour	Mr. Renato Saul	None	Completion
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	