

**Issuance of Certified Copy of Building, Electrical and Occupancy Permits**

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Any person who had been issued with Building, Electrical and Occupancy Permits

What are the requirements:

- Complete information about the request

Total Processing Time:

- Nine (9) minutes

How to avail the Service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit request to the assigned personnel	Receive and record the request in the logbook  Check office records	3 minutes		Jeanette America Engr. Ma. Jesusa Bugayong
2	Proceed to MTO and pay the corresponding fees			P75.00	Revenue Collection Clerk
3	Go back to Engineering Office and show copy of Original Official Receipt	Prepare the request	3 minutes		Jeanette America Engr. Ma. Jesusa Bugayong Engr. Eduardo Espiritu
3	Claim duly certified copy of permit/s	Issue document/s	3 minutes		