

## ISSUANCE OF CERTIFICATE OF OCCUPANCY

### Schedule of Availability of Service:

Monday - Friday  
8:00am - 5:00pm without noon break

### Who May Avail of the Service:

All residents of the Science City of Muñoz

### What are the Requirements:

**LOANED BUILDING-** certificate of completion  
**BUSINESS PERMIT-**certificate of fire clearance

### Duration:

20 mins

### How to Avail the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under National Circumstances)	PERSON IN CHARGE	FEES	FORMS
1.	Present Requirements Application forms	Assessment of Fees	5 mins.	Noel M. Sabado Nympha C. Gabriel		
2.	Pay to the cashier	Process payment & issue O.R	5 min.	Treasurers Office Pedro Evangelista	For business permits (variable), for loaned building P50.00	
3.	Present receipt & get Permit	Release certificate of occupancy	10 mins. (depends on the availability of signatories)	Dionisio F. Bocatot, Jr. Building Official Armando E. Miranda City Engineer		
<b>END OF TRANSACTION</b>						