

CITIZEN'S CHARTER

Frontline Service: Issuance of Sanitation Permit

(Note: This service is included in the process of Issuance of Business Permit on BPLS BOSS)

Office: City Health Office
3rd Floor, City Hall Building

Schedule of Availability of Service:

Monday - Friday
8:00 a.m. - 5:00 p.m.
without noon break

Who may Avail of the Service?

- Business Establishments Owners

What are the Requirements?

- Duly accomplished Application Form for Business Permit available at the BPLD/BOSS

Fees/Charges:

50% of the cost of Mayor's Permit Fee (included in the computation and payment of business permit fee)

Duration (under normal circumstances):

5 minutes – for Application without inspection
1 day and 15 minutes – for Application with inspection

How to Avail of the Service:

For Application with inspection

Step	Applicant/ Client	Service Provider	Duration of Activity (Under normal circumstances)	Person in Charge	Fees/ Charges	Forms
	Preliminary: Submit duly accomplished Business Permit Application Form (Step 1 of Issuance of Business Permit in BPLS on BOSS)	Receive and verify documents	n/a	BPLD Information/ License Officer	n/a	Business Permit Application Form
1	Wait at the Tax Payer's Lounge while Application is processed at the Business One Stop Shop (BOSS)	Receive and verify the endorsed Application Form	1 minute	Environmental Health Services Processing Clerk	50% of the cost of Mayor's Permit Fee (included in the Business Permit Fee Payment, Step 2 of Issuance of Business Permit)	Business Permit Application Form
2		Endorse for Ocular Inspection and advise the Applicant on the schedule of inspection to meet the Sanitary Inspector on the subject site	10 minutes			
3	Meet the Sanitary Inspector on the site for inspection	Conduct Ocular Inspection <u>For Approved Inspection Report:</u> Advise the Applicant to follow-up at Business Permit and Licensing Division <u>For Disapproved Inspection Report:</u> Advise Applicant to correct the negative findings and comply with Sanitation Regulations	1 day	Assigned Sanitary Inspector		
4	Return to Business Permit and Licensing Division for follow-up	Approve the Sanitary Permit	1 minute	City Health Officer or the authorized representative		
5		Print and endorsed the Sanitary Permit to BPLD License Officer to be included in the release of Business Permit	3 minutes	Environmental Health Services Processing Clerk		

END OF TRANSACTION

NO TO FIXERS & REDTAPE!

