

## 6. Issuance of Special Permit

Processing of special permits for other leisure and business activities to be made within the locality.

<b>Office or Division:</b>	Business Permits & Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All transacting public			
<b>CHECKLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter of Intent (1 Original Copy)</li> </ul> For rentals of government properties: <ul style="list-style-type: none"> <li>Reservation Slip from Tourism Office Official Receipt</li> </ul>		<ul style="list-style-type: none"> <li>Clients</li> <li>Municipal Tourism Office</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Write a request letter addressed to the Municipal Mayor and submit it to the Office of the Mayor. In case of government property rentals, proceed to the Tourism Office and fill-up reservation form.	1. Upon the endorsement of the Office of the Mayor to the Municipal Economic Enterprise & Development Office, communicate with other concerned offices if the case may be and contact the client to proceed processing and payment.	None	2 days	<i>Business Permits &amp; Licensing Officer</i> Business Permits & Licensing Office
2. Once notified to proceed, pay permit fees to the Municipal Treasurer's Office	2. Municipal Treasurer's Office receives payment and issue official receipt.	Minimum of 300.00	10 minutes	<i>Revenue Collectors</i> Municipal Treasurer's Office

3. Present your official receipt to the Tagoloan Negosyo Center	3. Print special permit for Mayor's signature	None	2 days	<i>Revenue Collection Clerk II</i> Business Permits & Licensing Office
4. Receive original copy of special permit	4. Release special permit	None	5 minutes	<i>Revenue Collection Clerk II</i> Business Permits & Licensing Office
Accomplish the Client Satisfaction Survey form and drop it to the feedback box	Request clients to accomplish Client Satisfaction Survey form		5 minutes	<i>Admin Aide III</i> Business Permits & Licensing Office
<b>TOTAL:</b>			<b>4 days and 20 minutes</b>	