



## BUSINESS PERMITS & LICENSING OFFICE CITIZEN'S CHARTER

### ISSUANCE OF SPECIAL PERMIT

STEPS	APPLICANT	SERVICE PROVIDER	DURATION	PERSON / OFFICE IN CHARGE	AMOUNT	REQUIREMENTS
<b>1</b>	Submit letter-request	Receiving and checking of requirements. Issuance of Order of Payment	<b>2 mins</b>	Rosalia Ojo		*FOR CARAVAN, FUN RUN, MOTORCADE: Letter Request with "Approved To Issue Permit" from Traffic Management Office (TMO)
		Request for approval of Traffic Management Office (TMO)		Traffic Management Office (TMO)		*FOR BOOTH SPACE, MARKETING AND PROMOTION, AND OTHER EVENTS Letter Request with "Approved To Issue Permit" from the City Mayor
<b>2</b>	Upon receipt of Order of Payment, proceed to City Treasurer's Office for payment			City Treasurer's Office	P1,000.00/day P1,500.00/day	Order of Payment
<b>3</b>	Upon receipt of Official Receipt, proceed to BPLO to submit the Official Receipt	Preparation and Printing of Special Permit	<b>5 mins</b>	Karole Inessa Apodaca		
		Signing/Approval of Special Permit	<b>3 mins</b>	Atty. Melanie T. Soriano-Malaya		Official Receipt
		Releasing of Special Permit	<b>1 min</b>	Rosalia Ojo		

--- END OF TRANSACTION ---

### SCHEDULE OF AVAILABILITY

**MONDAY – FRIDAY**  
8:00 AM – 5:00 PM  
NO NOON BREAK

### WHO MAY AVAIL?

**ANY PERSON/  
ORGANIZATION WHO WILL  
BE HOLDING AN EVENT IN  
THE CITY OF PARANAQUE**

### TOTAL DURATION OF TIME

**11 MINUTES**

### REQUIREMENTS

**\*FOR CARAVAN, FUN RUN, MOTORCADE:**  
Letter Request with "Approved To Issue Permit" from Traffic Management Office (TMO)

**\*FOR BOOTH SPACE, MARKETING AND PROMOTION, AND OTHER EVENTS:**  
Letter Request with "Approved To Issue Permit" from the City Mayor

**\*FOR CONCERT:**  
Web Ticket Sales Report

### REQUIRED FEE

PHP 1,000.00 per Day  
or PHP 1,500.00 per Day

\*The 11-minute processing time for one client being served at one time. The time is extended when there are two or more clients.