

### 3. 2. SERVICE NAME: ISSUANCE OF TRAFFIC CLEARANCE FOR BUSINESS PERMIT (WITH PAYMENT)

The traffic clearance is issued to owners of business establishment with delivery vehicle, trucking/hauling and transport business.

<b>Office or Division:</b>	Engineering Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C) / Government to Business (G2B)			
<b>Who may avail:</b>	Owners of Business Establishment with Delivery Vehicle, Trucking/Hauling & Transport Business			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Application Form		TF-TTM Receiving Area		
2. Business Permit with Official Receipt – 1 copy (photo copy)		Business Permit and Licensing Department (BPLD)		
3. Barangay Clearance – 1 copy (photo copy)		Barangay where the Business is Addressed		
4. Locational Clearance – 1 copy (photo copy)		City Planning		
5. Fire Safety Inspection Certificate - 1 copy (photo copy)		Quezon City Bureau of Fire Protection (BFP)		
6. Environmental Clearance – 1 copy (photo copy)		Environmental Protection Waste Management Department (EPWMD)		
7. List of Franchise – 1 copy (photo copy) for Trucking/Hauling, w/ Delivery Vehicle Business & Transport Business		Land Transportation, Franchise and Regulatory Board (LTFRB)		
8. Official Receipt (OR) & Certificate of Registration (CR) – 1 copy (photo copy) of each vehicle for Trucking/Hauling, w/ Delivery Vehicle Business & Transport Business		Land Transportation Office (LTO)		
9. Sketch of Business Location – 1 copy		Owner of the Business		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits BPLO permit with requirements (all Xerox)	1.1. Receives and records submitted documents and attach routing slip to the documents. To be forwarded to the office of TFTTM- OIC	None	10 minutes	<i>Receiving and Releasing Clerk</i> TF-TTM Office

	<b>1.2.</b> Gives instruction to Engineering Section-OIC. Received and recorded by the Receiving/ Releasing Clerk forwards the documents to the Engineering Section.	None	10 minutes	<i>Officer-In-Charge, TF-TTM &amp; Receiving / Releasing Clerk TF-TTM Office</i>
	<b>1.3.</b> Evaluates and review the documents and gives instruction to the Engineering Personnel relative to the action taken (Letter Order for ocular inspection/coordin ation).	None	10 minutes	<i>Engineering Section- OIC TF-TTM Office</i>
	<b>1.4.</b> Prepares Letter Order for ocular inspection/coordin ation.	None	10 minutes	<i>Engineering Section Personnel TF-TTM Office</i>
	<b>1.5.</b> Evaluates and check the document, affixes initial to the Letter Order. Received and recorded by the Receiving/ Releasing Clerk and to be forwarded to the office of OIC, TF-TTM for signature.	None	10 minutes	<i>Engineering Section- OIC &amp; Receiving/ Releasing Clerk TF-TTM Office</i>
	<b>1.6.</b> Affixes his signature to the Letter Order. Received and recorded by the Receiving/ Releasing Clerk and forwards the Letter Order to the Engineering Section.	None	10 minutes	<i>Officer-In-Charge, TF-TTM &amp; Receiving / Releasing Clerk TF-TTM Office</i>

	<p><b>1.7.</b> Implements Letter Order; then prepares After Inspection Report with recommendation for approval or denial of the request Traffic Clearance. Engineering Section OIC, affixes initial to the documents. Received and recorded by the Receiving/ Releasing Clerk and to be forwarded to the office of OIC, TF-TTM for signature.</p>	None	<p>24 hours (3 working days)</p>	<p><i>Section OIC, Engineering Section Personnel &amp; Receiving/ Releasing Clerk TF-TTM Office</i></p>
<p><b>2.</b> Pays the given amount to the City Treasurers Office (Miscellaneous Section)</p>	<p><b>2.1.</b> Gives instruction to the Engineering Personnel to issue Order of Payment, the business owner pays the given amount to the City Treasurer's Office (as soon as it was payed). The Engineering Personnel, will make the Traffic Clearance.</p>	None	30 minutes	<p><i>Section OIC, Engineering Section Personnel &amp; CTO TF-TTM Office</i></p>
	<p><b>2.2.</b> Reviews evaluates and check the Traffic Clearance (with payment) attach its initial to the document. The Receiving/ Releasing Clerk forwards the Traffic Clearance (with payment) to the office of OIC, TF-TTM for signature.</p>	None	10 minutes	<p><i>Section OIC &amp; Receiving/ Releasing Clerk TF-TTM Office</i></p>

	<p><b>2.3.</b> Approves and signs Traffic Clearance (with payment). Received and recorded by the Receiving/ Releasing Clerk, forwards file of documents to the Engineering Section</p>	None	10 minutes	<i>OIC, TF-TTM &amp; Receiving/ Releasing Clerk TF-TTM Office</i>
<p><b>3.</b> Receive the letter reply and/or copy of endorsement to office concern</p>	<p><b>3.1.</b> Releases the document (endorsement / reply letter) to the concerned department / agency, copy furnish the complainant</p>	None	5 minutes	<i>Clerk (Receiving and Releasing Section, Administrative Division) TF-TTM Office</i>
<b>TOTAL:</b>		None	3 Days, 1 Hour, 55 Minutes	