

### 3. 1. SERVICE NAME: ISSUANCE OF TRAFFIC CLEARANCE FOR BUSINESS PERMIT (WITHOUT PAYMENT)

The traffic clearance is issued to owners of business establishment without delivery.

<b>Office or Division:</b>	Engineering Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail:</b>	Owners of Business Establishment Without Delivery Vehicle			
<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 set (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. Sketch of Business Location – 1 copy original		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 the OIC, TFTTM	None	10 minutes	<i>Receiving / Releasing Clerk</i> TF-TTM Office

	<p><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.</p>	None	10 minutes	<p><i>Officer-In-Charge &amp; Receiving/ Releasing Clerk</i> TF-TTM Office</p>
	<p><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/coordinati on)</p>	None	10 minutes	<p><i>Engineering Section – OIC</i> TF-TTM Office</p>
	<p><b>1.4.</b> Prepares Letter Order for ocular inspection/coordinati on.</p>	None	10 minutes	<p><i>Engineering Section Personnel</i> TF-TTM Office</p>
	<p><b>1.5.</b> 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.</p>	None	10 minutes	<p>Engineering Section- OIC &amp; Receiving/ Releasing Clerk TF-TTM Office</p>
	<p><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.</p>	None	10 minutes	<p><i>Officer-In-Charge,</i> TF-TTM Office &amp; Receiving/ Releasing Clerk TF-TTM Office</p>

	<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>1.8.</b> Approves and signs Traffic Clearance (without payment). Received and recorded by the Receiving/ Releasing Clerk, forwards file of documents to the Engineering Section</p>	None	10 minutes	<p><i>Officer-In-Charge, TF-TTM Office</i></p>
<p><b>2.</b> Receives TF-TTM traffic clearance / letter of denial</p>	<p>Releases Traffic Clearance to requesting party or Letter of Denial for disapproved requests</p>	None	5 minutes	<p><i>Releasing Clerk TF-TTM Office</i></p>
<b>TOTAL:</b>		None	3 Days, 1 Hour, 15 Minutes	