

## 11. Issuance of Permit to Repair/Construct Stalls

A permit to repair / construct stalls are issued to existing stallholders/vendors in city markets who would like to construct or undertake any repair in their stalls.

<b>Office:</b>	Market Development and Administration Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B Government to Business			
<b>Who may avail:</b>	Stallholders/vendors in city markets who would like to construct or undertake any repair in their stalls			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Repair Permit Form (1 original copy)		1. Market Field Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits filled-up and notarized Application Form for repair/construction of stalls, with plan or layout for repair or construction.	1.1 Receives request and recommends to Technical Services Division.	None	5 mins.	Market Supervisor, City Markets
	1.2 Evaluates application, inspect site for proposed repair/construction	None	1 day	Head, Technical Services Division
2. Submits Official Receipt for application fee.	2.1 Approves Repair Permit.	None	5 mins.	City Market Administrator
NONE	2.2 Prepares Order of Payment for Repair Permit and instructs stallholder to pay to City Treasurer's Office.	Php200.00	5 mins.	W-3 & W-4, Business Permits & Licensing Unit
3. Submits Official Receipt for Repair Permit	3.1 Validates OR and records Repair Permit	None	2 mins	Clerk, Public Market Division
4. Receives Repair Permit	4.1. Releases Repair Permit	None	5 mins.	Clerk, Public Market Division
	<b>TOTAL:</b>	<b>Php200.00</b>	<b>1 day &amp; 19 mins.</b>	