

## 4. Processing of Hawkers Permit

A hawkers permit is issued to qualified registered vendors upon completion of the requirements.

<b>Office:</b>	Market Development and Administration Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Registered sidewalk and street vendors at MDAD and residing in Quezon City.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Application/Registration Form (1 original copy)		1) MDAD, Hawkers Division		
2) Barangay certificate of residency (1 original copy)		2) Barangay where the vendors reside.		
3) Barangay Certification specifying the vending site or location (1 original copy)		3) Barangay where the vendors are selling.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up registration form.	1.1 Issues one (1) registration form	Php 50.00	8 mins.	Clerk, Business Permit and Licensing Unit
2. Submits the required documents to W-2 for initial assessment and verification.	2.1. Receives the required documents and check for completeness	None	5 mins.	Clerk, Business Permit and Licensing Unit
NONE	2.2. Start processing the registration	None	5 mins.	Clerk, Business Permit and Licensing Unit
NONE	2.3. Approval of the registration.	None	2 mins.	City Market Administrator
NONE	2.4. Issues the order of payment when all the required documents were submitted.	Minimum Taxes and Fees: City Tax P125 Application Fee: 100 Garbage Fee: 156 Vending Fee 20/ sq.m./day Com. Tax Cert. 67.20	5 mins	Clerk, Business Permit and Licensing Unit
3. Pays the required taxes and fees at the City Treasurer's Office by showing the Order of Payment.	3.1. Receives payment as per order of payment and issues Official Receipt.	None	1 min.	City Treasurer's Office
4. Return to the MDAD Office for the processing and	4.1. Checks the original Official Receipt and marks the	None	2 mins.	Clerk, Business Permit and

Registration Certificate.	updates the database record.			Unit
5.Submits the second copy of the Registration Form for validation.	5.1.Issues the Registration Certificate.	None	2 mins.	Clerk, Business Permit and Licensing Unit
	<b>TOTAL</b>	<b>Php 518.20</b>	<b>30 mins.</b>	