

1. Processing of New Business Permits

New Business Permit is issued to any person who shall conduct or operate business in all government owned and privately owned / operated Public Markets and all other market related activities in Quezon City.

Office:	Market Development and Administration Department			
Classification:	Complex			
Type of Transaction:	G2B- Government to Business			
Who may avail:	Stallholders/vendors in public markets, owners /operators of private markets, tiangge organizers and traders, meat shop owners / operators.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Application Form (1 copy) 2. Market Certificate / Contract of lease (1 copy) 3. Barangay Clearance (1 copy) 4. Community Tax Certificate (1 copy) 5. Inspection Report		1. W-1, Business Permits & Licensing Unit, MDAD 2. Market Field Office / Applicant 3. Barangay Hall where business is located 4. QC-City Treasurer's Office / Brgy. Hall (if available) 5. Market Inspection Unit / Management Information System Unit, MDAD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Notarized up Application Form, together with the basic requirements	1.1. Evaluates application as to completeness of information and submitted requirements against Checklist of Requirements	Php50.00	3 mins.	Business Permits & Licensing Unit / City Market Administrator
NONE	1.2 Clears application for pending cases and arrearages	None	10 mins.	Clearance Officer (Private Market Division & Market Inspection Unit)
NONE	1.3 Inspection / verification of stall / business establishments	None	1 day	Market/License Inspector, Market Inspection Unit
NONE	1.4. Assesses business taxes and fees based on Inspection Report, issues Tax Bill, and instructs applicant to pay taxes to City	<u>Minimum Taxes and Fees</u> City Tax: P125.00 (Initial Capitalization Php 50,000.00) Mayor's Permit Fee: P100	5 mins.	W-3, W-4 & Head, Business Permits &

Sanitary Fee: P150
 Bldg. Inspection Fee: P200
 Elect. Insp. Fee: P20
 Plumbing:P15
 Signboard: P50
 Fire:P300
 Sticker:P50
 Zoning:P545

City Tax: Based on Sec. 19, Art. 8 of the QC Revenue Code as Amended

Penalties (if applicable) : as per Sec. 22, Art. 8 of the QC Revenue Code

2. Submits original and photocopy of Official Receipt	2.1 Validates original Official Receipt (OR)	None	2 mins.	W-1, Business Permits & Licensing Unit
NONE	2.2.Updates database record , encodes and prints business permits	None	5 mins.	Private Market Division
NONE	2.3 Approves business permit	None	2 mins.	City Market Administrator
NONE	2.4 Records business permit, sticker, business plate	None	2 mins.	W-1, Business Permits & Licensing Unit
3. Receives approved business permits, plate and sticker	3.1 Releases business permit, sticker and business plate	None	1 min.	W-1, Business Permits & Licensing Unit
	TOTAL	Php 1,761.00	1 day & 30 mins.	