

2. Renewal of Business Permits

Renewal of Business Permit is issued to any stallholders / vendors in public markets, owners / operators of private markets, tiangge organizers and traders, meat shop owners / operators and other marketactivities who were previously permitted to engage in business in Quezon City and intend to apply for renewal of their permit.

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 original) 4. Community Tax Certificate (1 copy) 5. Latest Official Receipt and Previous Business Permit (1 original/ 1 photocopy) 6. Tax Declaration	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. Applicant / Client 6. Inspection Division, City Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Notarized Application Form, Tax Declaration 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.	W-1, Business Permits & Licensing Unit
NONE	1.2 Clears application for pending cases and arrearages	None	10 mins.	Clearance Officer Private Market Division / Market Inspection Unit
NONE	1.3 Assesses business taxes and fees based on the last Official Receipt submitted, issues Tax Bill, and instructs applicant to pay taxes to City Treasurer's Office	<u>Minimum Taxes and Fees</u> City Tax: (Based on Gross Income) Mayor's Permit Fee: P100 Garbage Fee: P156 Sanitary Fee: P150 Bldg. Insp, Fee: P200	5 mins.	W-3, W-4 and Head, Business Permits & Licensing Unit

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: 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.	Encoder, 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 1,636.00	30 mins.	