




ISSUANCE OF LIQUOR PERMIT

Pursuant to Article 23, Section 86 of the Quezon City Revenue Code, as amended by City Ordinance No. SP-3022, S-2021, establishments and/or individuals engaged in the manufacture, retail and/or wholesale of liquor or intoxicating beverages shall secure a permit from the Business Permits and Licensing Department - Liquor Licensing Division, before producing/serving/dispensing/selling the same.

Office or Division	Liquor Licensing Division
Classification	Simple
Type of Transaction	G2C- Government to Citizen
Who may Avail	Business establishments engaged in the manufacturing, selling or serving of various kinds of liquor
Checklist of Requirements	Where to Secure
Valid Mayor's Permit Number	Business Permits Division
Barangay Clearance for Liquor	Barangay Government
Valid ID of the Business Owner	Applicant
Valid ID of the Representative and an accomplished Use of Representative Form, if applicable	Use of Representative Form accessible via the Business One-Stop Shop at https://qceservices.quezoncity.gov.ph/



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Log into https://qceservices.quezoncity.gov.ph/ and access Liquor Permit Application and select whether new, renewal or amendment application. Input the mayor's permit number and submit requirements.</p> 	1.1. Evaluate the application and generate Order of payment	None	5 mins.	Authorized LLD Personnel
2. Settle order of payment at the City Treasurer's Office or online via QC E-Services (G-Cash, Paymaya, Landbank)	2.1. Receive and validate payment.	None	Client dependent	CTO Online and On-Premise
	2.2. Final review of the application	None	5 mins.	LLD Chief
	2.3. Approve liquor permit application	None	5 mins.	BPLD Head BPLD Releasing Unit
	2.4. Release the liquor permit and official receipt via: 1. email (digital copy of permit) 2. hard copy of permit to business address	None		MIS-RAD ADDS unit BPLD Releasing Unit