




ISSUANCE OF NEW BUSINESS PERMIT

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submits the required documents via QC e-Services 	1.1. Receives and evaluates the submitted documents	None	5 mins.	Evaluator Business Permits Division (BPLD)
	1.2. Approve business location (if documents are complete, the location of business shall be evaluated by Zoning Administration Unit)	None	5 mins.	Zoning Administration Unit Evaluator
	1.3. Generate Tax Bill and is uploaded to client's application (Simultaneously, application is evaluated by other ancillary verification)	None	5 mins.	Staff Business Permits Division (BPLD)
	1.4. Receive payment and issue official receipt Refer to the City Treasurer's Office Citizen's Charter bit.ly/QCCTOCitizensCharter	System-generated. The computation is based on the declared capitalization. (See Article 8, Section 19 (M) of the QC Revenue Code.)	Client dependent	City Treasurer's Office
	1.5. Final Review of application by BPD Chief	None	5 mins.	BPD Chief
	1.6. Approves business permit application by Head approval (Applicant receives e-copy of business permit)	None	5 mins.	BPLD Head
	1.7. Deliver business permit and other ancillary documents to the business address	None		MISRAD ADDS Unit