



# ISSUANCE OF OCCUPATIONAL PERMIT

As a COVID-19 safety precaution, taxpayers are given an option to apply online at the QC E-Services Portal or on premise at the Ground Floor of Civic Building A, Quezon City Hall Compound. According to the Quezon City Revenue Code

<b>Office or Division</b>	Office or Division Occupational Permit Section
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen
<b>Who may Avail</b>	Anyone who is exercising his/her occupation or calling within the jurisdiction of the City.
<b>Checklist of Requirements</b>	<b>Where to Secure</b>
<ul style="list-style-type: none"> <li>• NBI / Police Clearance</li> </ul>	<ul style="list-style-type: none"> <li>• NBI / Police Clearance Offices</li> </ul>
<ul style="list-style-type: none"> <li>• Health Certificate / Card (Except those who are in the Massage/Spa, Hotel, and Food Preparation Industry)</li> </ul>	<ul style="list-style-type: none"> <li>• City Health Department</li> </ul>
<ul style="list-style-type: none"> <li>• PESO Certificate (for first time job seeker)</li> </ul>	<ul style="list-style-type: none"> <li>• PESO</li> </ul>
<ul style="list-style-type: none"> <li>• Alien Employment Card (AEP) for foreigner-applicants</li> </ul>	<ul style="list-style-type: none"> <li>• DOLE</li> </ul>
<ul style="list-style-type: none"> <li>• Parental Consent for Minors</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>



# ISSUANCE OF OCCUPATIONAL PERMIT

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit application</p> <p><b>Online application</b></p> <p>Log into QC E-Services and access the Occupational (Work) Permit Button</p> <p>Fill up the online Application Form and upload all necessary documents</p> <p>Submit application form for evaluation</p> <p><b>On-Premise application</b></p> <p>Submit all required documents and application forms.</p> 	<p>1.1 Assess application, encode date and send order of payment</p>	<p>None</p>	<p>5-10 mins.</p>	<p>Occupational Permit Section Personnel</p>
<p>2. Pay of the Occupational Permit Fee via:</p> <p>a. QC Pay Easy (Online)</p> <p>Over the Counter payment</p>	<p>2.1. Validate payment</p>	<p>Occupational Permit Fees depend on the occupation of the applicant.</p>	<p>5 mins</p>	<p>CTO</p>
<p>b. Over the Counter payment</p>	<p>2.2. Print and release Occupational Permit</p>	<p>None</p>	<p>5 mins</p>	<p>Occupational Permits Section Personnel</p>