




# ISSUANCE OF SPECIAL PERMIT

Pursuant to Article 21, Section 82 of the QC Revenue Code, as amended, short-term events such as concerts, Sunday Markets, charitable events, or any other seasonal event of the same nature requires the organizers/applicants to secure a Special Permit with this Department.

<b>Office or Division</b>	Business Permit Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B - Government to Business Entity
<b>Who may Avail</b>	Promoter, Event Organizer, or any individual entity intending to hold special events in the city
<b>Checklist of Requirements</b>	<b>Where to Secure</b>
<ul style="list-style-type: none"> <li>• Health Safety Protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>
<ul style="list-style-type: none"> <li>• Proof of Business Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>
<ul style="list-style-type: none"> <li>• DPOS Clearance (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Quezon City Department of Public Order and Safety</li> </ul>
<ul style="list-style-type: none"> <li>• Hawker's Permit (If applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Quezon City Market Development and Administration Department</li> </ul>



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents and fill out application form via QC e-Services 	1.1. Receive and evaluate the documents submitted.	None	5 mins.	BPD Evaluator
	1.2. Verify application (may vary depending on the event)	None	5 mins.	Ancillary Department Evaluator
	1.3. Generate order of payment	None	5 mins.	BPD Evaluator
	1.4. Receive payment and issue official receipt	50.00 – Application Fee 150.00 – Red Carpet Screening 170.00 – per Performers 500.00 – Events per day (Subject to Amusement Tax) 5,000.00 – For First Time Promoters (Cash Bond) 1,000.00 to 10,000.00 – For Special Cockpit Events a) International derby, per fight - 10,000.00 b) Special cockfights with no derby - 1,000.00 c) Special cockfights with (1) day derby - 2,000.00 d) Special cockfights with more than one (1) day derby - 4,000.00	Client dependent	CTO
	1.5. Final review of application	None	5 mins.	BPD Chief
	1.6. Approve special permit application (applicant receives e-copy of business permit)	None	5 mins.	BPLD Head