



11. ISSUANCE OF PROVISIONAL SANITARY PERMIT (for New Business Permit Application)

The Provisional Sanitary Permit is a temporary certification in writing issued by the City Health Officer to the New establishment which may partially initiate business activity and shall be given ample time in complying with the existing sanitary permit requirements upon evaluation or inspection by the Sanitation Inspector. This authorization remains valid until the indicated validity period.

Office / Division:	QCHD - Environmental Sanitation Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	All New establishments (Food & non-Food) doing business within Quezon City in reference to the Provisions of RA 11032 or EODB Act of 2018 and JMC No. 1 s - 2021			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Locational Clearance (L.C.) or Assessment of the Business Location via their Unified Business Application Form (UBAF) evaluated by City Planning & Development Office, if permissible or non – permissible prior to the issuance of L.C.		Business One Stop Shop (BOSS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Upload Locational Clearance & Unified Business Application Form and wait for the processing of the Provisional Sanitary Permit	1. Encodes the information indicated in the submitted application for the Provisional Sanitary Permit and attaches the Checklist of Requirements for their respective business category.	NONE	10 minutes	Administrative Clerk / Encoder



2. Claim the Provisional Sanitary Permit together with their Permit to Operate issued by the Business Permits and Licensing Department (BPLD)	2. Issues the Provisional Sanitary Permit	NONE	2 minutes	Releasing Clerk
TOTAL		NONE	12 Minutes	