



4. 1. 1. SERVICE NAME: ISSUANCE OF TRAFFIC CLEARANCE FOR BUSINESS PERMIT (WITH PAYMENT) - requirements for application of New Business Permits

Office or Division:	Engineering Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C) / Government to Business (G2B)			
Who may avail:	Owners of Business Establishment with Delivery Vehicle, Trucking/Hauling & Transport Business			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Application Form		TTMD Receiving Area		
2. Business Number and Date Issued		Business Permit and Licensing Department (BPLD)		
3. Picture and copies OR/CR of motorized vehicles		Traffic and Transport Management Department (TTMD)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to www.qceservices.quezoncity.gov.ph 2. Fill up the application form and upload following requirements	1.1 Evaluates and review the documents and gives forward to ancillary requirements.	None	5 minutes	Business Permit and Licensing Department (BPLD)
	1.2 Check thru www.qceservices.quezoncity.gov.ph if their application is for compliance to traffic clearance.	None	5 minutes	Traffic and Transport Management Department (TTMD)
	1.3 Evaluate, check the document and send remarks to tax payer if their application is applicable for Traffic Clearance.	None	5 minutes	Traffic and Transport Management Department (TTMD)
3. Email to qctftmtc@gmail.com and submit the following requirements based on their remarks	3.1 Forwarded to Engineering Section Personnel. (ancillary/evaluator)	None	5 minutes	Engineering Section Personnel
	3.2 Prepares Letter Order for ocular inspection/coordination. Received and recorded by the Receiving/Releasing Clerk and to be forwarded to the office of Head, TTMD for signature	None	5 minutes	Engineering Section- OIC & Receiving/Releasing Clerk



	1.6 Affixes his signature to the Letter Order. Received and recorded by the Receiving/ Releasing Clerk and forwards the Letter Order to the Engineering Section.	None	5 minutes	Head, TTMD & Receiving/ Releasing Clerk
	1.7 Implements Letter Order; then prepares After Inspection Report with recommendation for approval or denial of the request Traffic clearance. Engineering Section OIC, affixes initial to the documents. Received and recorded by the Receiving/ Releasing Clerk and to be forwarded to the office of Head, TTMD for signature.	None	24 hours (3 working days)	Section OIC, Engineering Section Personnel & Receiving/ Releasing Clerk
4. Pays given amount to the CTO (Miscellaneous Section)	1.8 Gives instruction to the Engineering Personnel to issue Order of Payment, the business owner pays the given amount to the City Treasurer's Office (as soon as it was payed).	None	5 minutes	Section OIC, Engineering Section Personnel & CTO
	1.9 Approve with initial Traffic Clearance	None	5 minutes	Engineering Section- OIC
	2.0 Forwarded to the office of Head, TTMD for signature	None	5 minutes	HEAD, TTMD
5. Receives TTMD traffic clearance / letter of denial	2.1 Releases Traffic Clearance to requesting party or Letter of Denial for disapproved requests	None	5 minutes	Releasing Clerk
TOTAL:		None	24 hours and 50 minutes	

4.1.2. SERVICE NAME: ISSUANCE OF TRAFFIC CLEARANCE FOR BUSINESS PERMIT (WITH PAYMENT)
requirements for application of Renewal Business Permits

Office or Division:	Engineering Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C) / Government to Business (G2B)			
Who may avail:	Owners of Business Establishment with Delivery Vehicle, Trucking/Hauling & Transport Business			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Application Form		TTMD Receiving Area		
2. Business Number and Date Issued		Business Permit and Licensing Department (BPLD)		
3. Old Traffic Clearance – Photocopy		Traffic and Transport Management Department (TTMD)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to www.qceservices.quezoncity.gov.ph 2. Fill up the application form and upload following requirements.	1.1 Evaluates and review the documents and gives forward to ancillary requirements.	None	5 minutes	Business Permit and Licensing Department (BPLD)
	1.2 Check thru www.qceservices.quezoncity.gov.ph if their application is for compliance to traffic clearance.	None	5 minutes	Traffic and Transport Management Department (TTMD)
	1.3 Send Remarks to tax payer	None	5 minutes	Traffic and Transport Management Department (TTMD)
3. Email to gctftmtc@gmail.com and submit the following requirements based on their remarks.	3.1 Forwarded to Engineering Section Personnel. (ancillary/evaluator)	None	5 minutes	Engineering Section Personnel



	3.2 Prepares Traffic Clearance.	None	5 minutes	Engineering Section Personnel
4. Pays given amount to the CTO (Miscellaneous Section)	4.1 Gives instruction to the Engineering Personnel to issue Order of Payment, the business owner pays the given amount to the City Treasurer's Office (as soon as it was payed).	None	5 minutes	Section OIC, Engineering Section Personnel & CTO
	4.2 Approves and signs Traffic Clearance Received and recorded by the Receiving/ Releasing Clerk, forwards file of documents to the Engineering Section	None	5 minutes	Engineering Section- OIC, Receiving/ Releasing Clerk
	4.3 Forwarded to the office of Head, TTMD for signature	None	5 minutes	Head, TTMD
5. Receives TTMD traffic clearance	Releases Traffic Clearance to requesting party.	None	5 minutes	Releasing Clerk
TOTAL:		None	45 minutes	