



III. PRIVATE MARKET DIVISION

1. ISSUANCE OF FRANCHISE TO OPERATE A PUBLIC MARKET

Office	Market Development and Administration Department/ Market Business Permit and Licensing Unit (MBPLU)			
Classification	Complex			
Type of Transaction	G2B Government to Citizen			
Who may avail	All public markets operating within the territorial jurisdiction of Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent (LOI)		Committee on Markets and Slaughterhouses		
SEC Certificate of Registration (for Corporation)		Securities and Exchange Commission		
DTI Certificate of Registration (for Single Proprietorship) Business Name		Department of Trade and Industry		
Building Permit/ Occupancy Permit		Building Official Department		
Sanitary Permit		QC Health Department		
Locational Clearance		Quezon City Planning Department		
Fire Safety Inspection Certificate		Bureau of Fire		
EPWMD Clearance		Department of Sanitation Quezon City		
ECC/ NCC		Department of Energy and Natural Resources		
LLDA Clearance		Laguna Lake Development Authority		
Discharge Permit		Laguna Lake Development Authority		
Sewage Treatment Plant (STP)		Private Entity		
Inspection and Evaluation Report		Private Markets Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of all requirements	MDAD for endorsement to City Council.	None		Private Markets Division (MDAD)
Application and complete Documentary Requirements shall be submitted to MDAD for verification and Evaluate submitted documents as to completeness and authentication of information given.	Receive application and documentary requirements	None	2-3days	Private Market Division (MDAD)
Submit all documents including reports of the Private Market Division (MDAD) to Market Committee Quezon City Council	Receive documents	None		Committee on Markets and slaughterhouses Quezon City Council.