



### 3. RENEWAL OF HAWKER'S PERMIT

Hawker's permit is valid for 1 calendar year (1<sup>st</sup> January to 31<sup>st</sup> of December). It is issued to qualified vendors upon completion of the requirements. It is a measure to control the proliferation of vendors in the City and provide them with a secured temporary vending site under regulation of MDAD in accordance with policies, guidelines, and procedures.

<b>Office:</b>	Market Development and Administration Department				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	Government to Citizen				
<b>Who may avail:</b>	Street vendors within Quezon City				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1) Filled-up Online Application			QC E-services website		
2) Barangay Certification specifying the vending site or location (1 original copy)			Barangay where the vendor is selling		
3) NBI Clearance or Police Clearance ( <i>if already expired</i> )			NBI Satellite Office – QC Hall Complex or visit the NBI official website. Police station having jurisdiction where he or she is selling.		
4) Health Certificate (required for Food Vendors only)( <i>if already expired</i> )			QC E-services website		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	<b>FORM</b>
1. Log-in to QC E-Services site and click Market One-Stop Shop	None	None	5 mins.	Applicant	
2. Click Apply for Hawker Permit	None	None	5 mins.	Applicant	
3. Click Renewal of Hawker permit application	None	None	5 mins.	Applicant	
4. Review the details on the form and update if needed.	None	None	10 mins.	Applicant	
5. Upload the required documents – <i>Brgy clearance if already expired.</i>	None	None	5 mins.	Applicant	
None	Review the completeness and accuracy of the application form information, requirements submitted, and permissibility of vending site.	None	1 day	Verifier – Market Admin Clerk of Hawkers Division	
None	Recommends application for approval	None	1 hour	Evaluation – Head of Hawkers Division	
None	Clears application for pending violation and arrearages.	None	1 day	Market Inspection Unit	



None	Recommends application for approval	None	1 hour	Action Officer for Operations, MDAD	
None	Approves application	None	1 hour	City Market Administrator	
6. Pay for the Renewal Fee online or manually.  Payment Option: <b>Pay vending fee:</b> Pay Application Form Fee online (Redirect to QC ePayment)  <b>Print order of payment:</b> Go to the City Treasurer's Office and pay the Application Form Fee.	For Online Payments: Review accuracy of online payment and approve payment.  For Manual Payments Receive Application Form Fee, approves payment, and issues OR.	Minimum Taxes and Fees:  Application Fee – P50.00  Garbage Fee – P156.00  ID Fee – P50.00  Vending Fee – P20.00/s qm/day	For Online Payments: 2-5 days  For Manual Payments: 1 day	City Treasurer's Office	
<b>(If paid manually)</b>	Input OR number and upload OR proof (optional) to QC E-Services website	None	5 mins.	Market Admin Clerk of Hawkers Division	
7. Return to MDAD Office for the processing and releasing of Hawker's Permit.	Issues the new Hawker's Permit  Validity: 1 Calendar Year	None	15 mins.	Market Admin Clerk of Hawkers Division	
<b>TOTAL:</b>					
<b>PAID ONLINE</b>			<b>2-5 days</b>		
<b>PAID MANUALLY</b>			<b>3 days</b>		