

## 8. REQUEST FOR STALL EXTENSION APPLICATION

Stall Extension is permissible up to one-half (1/2) meter only, provided a 1.5 meter passageway is left accessible.

<b>Office:</b>	Market Development and Administration Department			
<b>Classification:</b>				
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Stallholders/vendors in city markets who would like to extend their stalls			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in to the eServices site and access the Market One-Stop-Shop	None	None	10 mins	Stallholder
2. Click "Submit Stall Application"	None	None	2 min	
3. To add and extension Click "ADD/REMOVE "Stall Extension,"	None	None	2min	
4. Fill-out the form and submit the application	None	None	10 mins	
None	Reviews completeness and accuracy of the application form information and requirements submitted	None	1 hr	Market Supervisor
None	Reviews application information  Physical Stall Inspection  Inputs the measurements that may be added.  Uploads an image of the Floor plan	None	1 day	Technical Services Division
None	Approves the stall extension application	None	5 mins	Head, Public Market Division
None	Close the application	None	5 mins	Admin Clerk
<b>TOTAL</b>			<b>1 day 1 hour 29 mins</b>	