

## 7. STALL REPAIR/ CONSTRUCT PERMIT

A permit to repair/construct stalls is issued to existing stallholders/vendors in city markets who would like to construct or undertake any repair in their stalls.

<b>Office:</b>	Market Development and Administration Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Whom available:</b>	Stallholders/vendors in city markets who would like to construct or undertake any repair in their stalls			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Renovation Plan			1. Applicant/Client	
2. Business Permit (if annually paid); or latest quarterly paid OR (where the repair is covered)				
<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. Click "Repair"	None	None	2 min	
4. Select stall where repair permit will be applied.	None	None	2 min	
5. Fill-out the form.	None	None	5 mins	
6. Upload the required documents and submit the application	None	None	10 mins	
None	Reviews completeness and accuracy of the application form information and requirements submitted	None	1 Hour	Market Supervisor
None	Inspects site for proposed repair/ construction. Reviews application information, and evaluates uploaded documents and recommends for approval	None	1 day	Technical Services Division
None	Approves the application	None	5 mins	Head, Public Market Division
7. Pay the Repair Permit Fee online or manually				Stallholder

<b>If paying online:</b>	Reviews accuracy of online payment, and approves payment.	Repair permit fee Php 200	10 mins		
	Receives payment and issues electronic OR.		Refer to the process of City Treasurer's Office	City Treasurer's Office	
<b>If paying manually:</b>	Print Order of Payment	Repair Permit Fee Php 200	10 mins	Stallholder / Admin Clerk / Market Clerk	
Go to the City Treasurer's Office and pay the Application Fee.	None		Refer to the process of City Treasurer's Office		Stallholder
	Receives Repair Permit Fee, approves payment, and issues OR.			City Treasurer's Office	
Upload or Present OR for scanning and uploading	Uploads OR		10 mins	Stallholder/ Admin Clerk/ Market Clerk	
None	Approves the application	None	5 mins	Head, Public Market Division	
Receives the approved application form	Prints the approved application form	None	10 mins	Stallholder/ Admin Clerk/ Market Clerk	
None	Flags repair as completed once it is finished  Close the application	None	10 mins	Technical Services Division	
<b>TOTAL</b>	<b>(FOR ONLINE PAYMENT)</b>	<b>Php 200</b>	<b>1 day 1 hour 51 mins</b>		
	<b>(FOR MANUAL PAYMENT)</b>	<b>Php 200</b>	<b>1 day 2 hours 1 min</b>		