

9. REMOVAL OF STALL EXTENSION

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

Office:	Market Development and Administration Department			
Classification:				
Type of Transaction:	G2B - Government to Business			
Who may avail:	Stallholders/vendors in city markets who would like to extend their stalls			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to the eServices site and access the Market One-Stop-Shop	None	None	10 mins	Stallholder
2. Click "Request to remove Stall Application"	Recommends for approval	None	15 mins	Stallholder/ Market Supervisor
None	Physical Stall Inspection Recommends approval to remove stall extension	None	30 mins	Technical Services Division
None	Approves the Request to remove the stall extension application Click "Remove"	None	5 mins	Head, Public Market Division
None	Close the application	None	5 mins	Admin Clerk
TOTAL			1 hour 5mins	