

ISSUANCE OF LIQUOR PERMIT

Pursuant to Article 23, Section 86 of the Quezon City Revenue Code, as amended by City Ordinance No. SP-3022, S-2021, establishments and/or individuals engaged in the manufacture, retail and/or wholesale of liquor or intoxicating beverages shall secure a permit from the Business Permits and Licensing Department - Liquor Licensing Division, before producing/serving/dispensing/selling the same.


Office or Division	Liquor Licensing Division
Classification	Simple
Type of Transaction	G2C- Government to Citizen
Who may Avail	Business establishments engaged in the manufacturing, selling or serving of various kinds of liquor
Checklist of Requirements	Where to Secure
Valid Mayor's Permit Number	<ul style="list-style-type: none">• Business Permits Division
Barangay Clearance for Liquor	<ul style="list-style-type: none">• Barangay Government
Valid ID of the Business Owner	<ul style="list-style-type: none">• Applicant
If filed by a duly authorized representative, authorization template and valid ID of representative	<ul style="list-style-type: none">• Applicant See: bit.ly/BPLDAuthorizationForm

HOW TO GET A LIQUOR PERMIT

NEW, RENEWAL, AMENDMENT & RETIREMENT

(QC LIQUOR ORDINANCE NC-85, S-89, AS AMENDED IN RELATION TO ARTICLE 23, SECTIONS 85-90 OF THE QUEZON CITY REVENUE CODE, AS AMENDED.)

STEP 1: Submission of the Application




LOG IN TO <https://QCESERVICES.QUEZONCITY.GOV.PH>
Click Business One Stop Shop
Look for Liquor Permit Application
Fill-out and submit the application form.
Checklist of Requirements:

- ✓ Valid Mayor's Permit
- ✓ Barangay Clearance for Liquor Permit
- ✓ Valid ID of Owner (For New Liquor Application)

-Evaluation by the BPLD
-2 Hours 30 Minutes

Payment of Liquor Permit Fees




Pay Liquor Permit Fees Online with the City Treasurer's Office
Refer to the City Treasurer's Office Citizen's Charter:
<https://tinyurl.com/QCCTOCC>

Fees to be paid:
A system-generated Tax Bill based on the submitted documents and business activity will be sent to the applicants registered email address.


An e-copy of your permit will be sent to the QC e-services registered e-mail

Maximum Processing Time: 3 Days
(Upon approval of the Initial Evaluation)



Original Copy of Permit
Delivery via Courier

BACKEND (INTERNAL) PROCESS



1.1 Evaluation of Documents
⌚ 30 Minutes

1.2 Generate Order of Payment
⌚ 30 Minutes


2.1 Payment Validation
⌚ 30 Minutes

2.2 LLD Chief Review
⌚ 30 Minutes

2.3 BPLD Head Approval
⌚ 30 Minutes

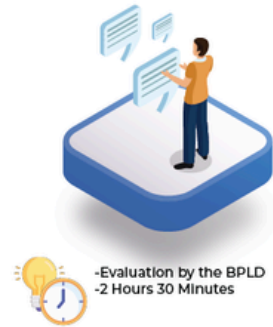
LEGENDS: Blue box - Applicant Action Green box - BPLD Action Red box - Regulatory Office Action

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log into https://qceservices.quezoncity.gov.ph/ and access Liquor Permit Application and select whether new, renewal or amendment application. Input the mayor's permit number and submit requirements. 	1.1. Evaluate the application and generate Order of payment	None	30 mins.	Authorized LLD Personnel
	1.2 Generate Order of Payment	Refer to the City Treasurer's Office Citizen's Charter (bit.ly/QCCTOCitizensCharter)	30 mins.	CTO
2. Settle order of payment at the City Treasurer's Office or online via QC E-Services (G-Cash, Maya, Landbank)	2.1. Receive and validate payment.	None	30 mins.	CTO Online and On-Premise
	2.2. Final review of the application	None	30 mins.	LLD Chief
	2.3. Approve liquor permit application	None	30 mins.	BPLD Head
	Release the liquor permit and official receipt via: 1. email (digital copy of permit) 2. hard copy of permit to business address	None		MIS-RAD (ADDs unit)

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