

# ISSUANCE OF SPECIAL PERMIT

Pursuant to Article 21, Section 82 of the QC Revenue Code, as amended, short-term events such as concerts, Sunday Markets, charitable events, or any other seasonal event of the same nature requires the organizers/applicants to secure a Special Permit with this Department.

Office or Division	Business Permit Division
Classification	Simple
Type of Transaction	G2B - Government to Business Entity
Who may Avail	Promoter, Event Organizer, or any individual entity intending to hold special events in the city
Checklist of Requirements	Where to Secure
Health Safety Protocols	<ul style="list-style-type: none"><li>• Applicant</li></ul>
Proof of Business Registration	<ul style="list-style-type: none"><li>• Applicant</li></ul>
DPOS Clearance (if applicable)	<ul style="list-style-type: none"><li>• Quezon City Department of Public Order and Safety</li></ul>
Hawker's Permit (If applicable)	<ul style="list-style-type: none"><li>• Quezon City Market Development and Administration Department</li></ul>

## HOW TO APPLY FOR A SPECIAL PERMIT

(THE QUEZON CITY REVENUE CODE AS AMENDED)

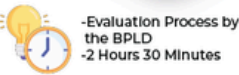
### STEP 1: Submission of the Application



LOG IN TO <https://QCESERVICES.QUEZONCITY.GOV.PH>

#### Checklist of Requirements:

- ✓ Proof of Business Registration
- ✓ Proof of Right to use
- ✓ For Bazaar and Tiangge:
  - Floor Plan
- ✓ If and when applicable:
  - DPOS Clearance
  - MDAD Hawker's Permit
  - Traffic Clearance



-Evaluation Process by the BPLD  
-2 Hours 30 Minutes

### Payment of Special Permit Fees



Pay Order of Payment 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: (as applicable):

- P50.00 - Application Fee
- P500.00 - Events per day (Subject to Amusement Tax)
- P5,000.00 - For First Time Promoters (Cash Bond) - With Ticket Selling
- P1,000.00 - Special Cockfights with no derby
- P2,000.00 - Special Cockfights with one (1) day derby
- P4,000.00 - Special Cockfights with more than one (1) day derby
- P10,000.00 - International Derby, per fight

Basis: Article 21, Sec 67 B(2) | Article 40, Section 169 (5) (A, B, C, D) |  
Article 21, Sec 82 B(9) | Article 57, Sec. 223 (G)



e-Copy sent to the  
QC e-Services Registered  
Email Address

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

### BACKEND (INTERNAL) PROCESS



1.1 Evaluation  
of Documents  
⌚ 30 Minutes



1.2 Ancillary  
Verification (May vary)  
⌚ 30 Minutes



1.3 Generate  
Order of Payment  
⌚ 30 Minutes



1.4 BPD Chief  
Final Review  
⌚ 30 Minutes



1.5 BPLD Head  
Approval  
⌚ 30 Minutes

LEGENDS: - Applicant Action - BPLD Action - Regulatory Office Action

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit required documents and fill out application form via QC e-Services	1.1. Receive and evaluate the documents submitted.	None	30 mins.	BPD Evaluator
	1.2. Verify application (may vary depending on the event)	None	30 mins.	Ancillary Department Evaluator
	1.3. Generate order of payment	None	30 mins.	BPD Evaluator
	1.4. Receive payment and issue official receipt	50.00 – Application Fee 150.00 – Red Carpet Screening 500.00 – Events per day (Subj. to Amusement Tax) 5,000.00 – For First Time Promoters (Cash Bond) 1,000.00 to 10,000.00 – For Special Cockpit Events a) International derby, per fight - 10,000.00 b) Special cockfights with no derby - 1,000.00 c) Special cockfights with (1) day derby - 2,000.00 d) Special cockfights with more than one (1) day derby - 4,000.00	Client dependent	CTO
	1.5. Final review of application	None	30 mins.	BPD Chief
	1.6. Approve special permit application (applicant receives e-copy of business permit)	None	30 mins.	BPLD Head

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