



Issuance of Mayor's Permit for MOTORCAB OPERATOR (New/Renewal)

◆ **Requirements:**

1. Application Form for Franchise (New) - SP Office
2. Approved Franchise (Renewal) - SP Office
3. Police Clearance
4. Sanitary Permit (CHO)
5. Parking Fee (PMSD)

◆ **Steps to Avail of the Service:**

STEP	APPLICANT / CLIENT ACTIVITY	PERSONS IN-CHARGE
1	Fills up the application form & submits requirements	BPLO Neal Norberto S. Belangel Nelson B. Villaflor Sandra M. Sortegosa Janice C. Aspiras
2	Proceeds to CTO for assessment	CTO Helen L. Zarate
3	Payment of CTC, fees, taxes, and fire safety inspection fee	CTO / Bureau of Fire Protection
4	Back to BPLO for issuance of Mayor's Permit & release of the same duly signed by the City Mayor with the Motorcab plate.	BPLO Neal Norberto S. Belangel Nelson B. Villaflor Sandra M. Sortegosa Janice C. Aspiras

◆ **Fees** — To be determined by CTO (Business Tax & Other Fees Division)

- CTO – City Treasurer's Office
- CHO – City Health Office
- PMSD – Public Market & Slaughterhouse Department
- CTC – Community Tax Certificate