



## **Issuance of Mayor's Permit for PEDICAB OPERATOR (New/Renewal)**

### ◆ **Requirements:**

1. Police Clearance
2. Sanitary Permit (CHO)

### ◆ **Steps to Avail of the Service:**

<b>STEP</b>	<b>APPLICANT / CLIENT ACTIVITY</b>	<b>PERSONS IN-CHARGE</b>
<b>1</b>	Fills up the application form & submits requirements	<b>BPLO</b> Neal Norberto S. Belangel Nelson B. Villaflor Sandra M. Sortegosa Janice C. Aspiras
<b>2</b>	Proceeds to CTO for assessment	<b>CTO</b> Helen L. Zarate
<b>3</b>	Payment of CTC, fees, taxes, and fire safety inspection fee <ul style="list-style-type: none"><li>• 5 or more units — Fire Safety Inspection Fee</li></ul>	<b>CTO / Bureau of Fire Protection</b>
<b>4</b>	Back to BPLO for issuance of Mayor's Permit & release of the same duly signed by the City Mayor with the sticker. <ul style="list-style-type: none"><li>• 5 or more units — Mayor's Permit &amp; Sticker</li><li>• Less than 5 units — Sticker Only</li></ul>	<b>BPLO</b> 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