

5. ISSUANCE OF SPECIAL PERMIT

Description: The General Santos City Revenue Code of 1996, section 99 and 102 states that “Any person that shall hold special activities shall first obtain a permit from the City Mayor’s Office.”

Office or Division:	Business Permits and Licenses Division, Office of the City Mayor				
Classification:	Simple				
Type of Transaction:	G2C				
Who may avail:	Any person, company or organization applying for Special Permit				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		TIME	FEE
<ol style="list-style-type: none"> Letter request of applicant Endorsement from the City Mayor’s Office Official Receipt Application form 		<ol style="list-style-type: none"> From applicant City Mayor’s Office City Treasurer’s Office, G/F GSC Investment Center Building, City Hall Compound Business Permit and Licenses Division Office, G/F GSC Investment Center Building, City Hall Compound 		<ol style="list-style-type: none"> <u>N/A</u> <u>N/A</u> <u>N/A</u> <u>N/A</u> 	<ol style="list-style-type: none"> <u>N/A</u> <u>N/A</u> <u>N/A</u> None
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
	<ol style="list-style-type: none"> Accept application form with complete requirements and evaluate, check the authenticity of the submitted documents. 	None	10 minutes	<ul style="list-style-type: none"> Adam Kamal Ronalyn Fortugana 	
No Activity	<ol style="list-style-type: none"> Encode information based on submitted application form and documents and print Special Permit 	None	10 minutes	<ul style="list-style-type: none"> Lovella Gracia S. Celiz Freedom M. Cavan 	
No Activity	<ol style="list-style-type: none"> Receive and review required attachments and approve Special Permit 	None	5 minutes	<ul style="list-style-type: none"> Nathaniel M. Bustos Joy Grace P. Bundaon Atty. Rowi Arbilon Malayag 	
2. Receive Special Permit	<ol style="list-style-type: none"> Verify claimant and release Special Permit 	None	5 minutes	<ul style="list-style-type: none"> Rafaelito Bayron 	
	TOTAL		Thirty Minutes		
END OF TRANSACTION					