

**7. ISSUANCE OF BUSINESS RELATED PERMITS FOR SHARED PASSIVE TELECOMMUNICATIONS TOWER INFRASTRUCTURES (NEW)**

Description: Upon complete construction of the Shared PTTI, the following requirements and clearances shall be submitted to the LGU one-stop shop for business related permits. Such LGU shall be prohibited from requiring documents or clearances other than those expressly enumerated below:

<b>Office or Division:</b>		Business Permits and Licenses Division, Office of the City Mayor			
<b>Classification:</b>		Simple			
<b>Type of Transaction:</b>		G2C			
<b>Who may avail:</b>		Any person, company, agency or institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		TIME	FEE
1. Duly accomplished Unified Application Form - Original 1 copy)		1. Business Permit and Licenses Division Office, G/F GSC Investment Center Building, City Hall Compound		1. <u>N/A</u>	1. <u>N/A</u>
2. Certificate of Use Application Form (1 copy)		2. Office of the Building Official, 2/F GSC Investment Center Building, City Hall Compound		2. <u>N/A</u>	2. <u>N/A</u>
3. Certificate of completion issued by licensed Architect or Civil Engineer of the project (1 copy)		3. From applicant		3. <u>N/A</u>	3. <u>N/A</u>
4. Copy of As-Built Plan (if there is any modification on the submitted technical documents (1 copy)		4. From applicant		4. <u>N/A</u>	4. <u>N/A</u>
5. Certificate of Final Electrical Inspection with valid PRC IDs and PTRs of the Electrical Inspector (1 copy)		5. From applicant		5. <u>N/A</u>	5. <u>N/A</u>
6. Copy of Fire Insurance Policy (1 copy)		6. From applicant		6. <u>N/A</u>	6. <u>N/A</u>
*For the avoidance of doubt, a Certificate of Occupancy shall not be required from applicants in securing a Business Permit					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit all required documents to the receiving window of Business Permits and Licenses Division, Ground Floor, General Santos City Investment Action Center, City Hall compound, Barangay Dadiangas East:	1. Interview and check entries of Unified Application Form and other requirements as to correctness and completeness then instruct the client to wait for the printed assessment and billing statements	None	5 minutes	<ul style="list-style-type: none"> <li>Administrative Assistant V (Processing Section)</li> </ul>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No Activity	1.2. Encode data and send encoded data to OBO electronically and OBO forward data to CTO and wait for approved assessment and billing statement	None	20 minutes	<ul style="list-style-type: none"> <li>Administrative Assistant V (Processing Section)</li> </ul>
No Activity	1.3. Print assessment record and billing statement and release document to applicant	None	5 minutes	<ul style="list-style-type: none"> <li>Administrative Assistant V (Processing Section)</li> </ul>
<b>2. Proceed to CTO for payment</b>	No Activity			
No Activity	2. Receive and review documents and official receipts from CTO personnel and forward for review and printing of Business Permit	None	5 minutes	<ul style="list-style-type: none"> <li>Administrative Assistant V (Processing Section)</li> </ul>
No Activity	2.1. Print and check Business Permit	None	5 minutes	<ul style="list-style-type: none"> <li>Licensing Inspector II/ Administrative Assistant V</li> </ul>
No Activity	2.2. Submit for approval of printed Business Permit	None	5 minutes	<ul style="list-style-type: none"> <li>Administrative Assistant V</li> </ul>
No Activity	3. Receive and review required attachments and approve Business Permit	None	10 minutes	<ul style="list-style-type: none"> <li>Christian Mark Abarquez</li> </ul>
No Activity	4. Collect approved business permit and attachments for sorting (Taxpayer's and Office File) then forward to releasing window	None	10 minutes	<ul style="list-style-type: none"> <li>Administrative Assistant V (Processing Section)</li> </ul>
No Activity	5. Receive and encode approved Business Permit and file copy, ready for release	None	10 minutes	<ul style="list-style-type: none"> <li>Administrative Assistant V (Processing Section)</li> </ul>
<b>3. Proceed to BPLD releasing window to sign the logbook and claim approved Business Permit</b>	6. Verify claimant and advise to comply the necessary post requirements within 90 days upon release of Business Permit	None	10 minutes	<ul style="list-style-type: none"> <li>Licensing Officer II/</li> <li>Licensing Inspector II /</li> <li>Administrative Assistant V (Processing Section)</li> </ul>
	6.1. Release approved Business Permit	None	5 minutes	<ul style="list-style-type: none"> <li>Licensing Officer II/</li> <li>Licensing Inspector II /</li> </ul>
	<b>TOTAL</b>		<b>One hour and thirty minutes</b>	
<b>END OF TRANSACTION</b>				

Note: Based on City Treasurer's Service Table, it takes around 16 minutes and 1 second before they can forward the documents to CMO – Business Permits and Licensing Office