

3. ISSUANCE OF OCCUPATIONAL PERMIT

Description: The General Santos City Revenue Code of 1996, section 66 states that “It shall be unlawful for any person to engage in any business or occupation for which a permit is required for the proper supervision and enforcement of existing laws and ordinances governing sanitation, security and welfare and the health of the employees. In the business, trades or occupations under this ordinance and other ordinances that may herein after be enacted without first having secured a permit therefore from the City Mayor and pay the corresponding feed to the City Treasurer.”

Office or Division:	Business Permits and Licenses Division, Office of the City Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Any person applying for local employment			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	TIME	FEE	
1. Health Card with Official Receipt	1. George P. Royeca District Hospital, Barangay Lagao	1. <u>N/A</u>	1. <u>N/A</u>	
2. Barangay Clearance	2. Barangay Treasurer’s Office, Barangay Hall where the applicant resides	2. <u>N/A</u>	2. <u>N/A</u>	
3. Police or N.B.I. Clearance	3. Camp Fermin Lira, Barangay Dadiangas West (for Police Clearance) or N.B.I. Office, San Pedro St., Barangay Lagao (for N.B.I. Clearance)	3. <u>N/A</u>	3. <u>N/A</u>	
4. Birth/ Marriage or Baptismal Certificate	4. Local Civil Registrar Building, Pendatun Avenue, Barangay Dadiangas North	4. <u>N/A</u>	4. <u>N/A</u>	
5. Community Tax Certificate	5. Barangay Treasurer’s Office, Barangay Hall where the applicant resides	5. <u>N/A</u>	5. <u>N/A</u>	
6. If applicant is not from General Santos City	6. Barangay Clearance from where establishment is located.	6. <u>N/A</u>	6. <u>N/A</u>	
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. Receive application form with complete requirements, evaluate and check authenticity of the submitted documents	None	10 minutes	<ul style="list-style-type: none"> Adam Kamal Ronalyn Fortugana
No Activity	2. Encode information based on submitted application form and documents and print permit	None	10 minutes	<ul style="list-style-type: none"> Lovella Gracia S. Celis Freedom M. Cavan
No Activity	3. Receive and review required attachments and approve Occupational Permit	None	5 minutes	Nathaniel M. Bustos Joy Grace P. Bundaon Atty. Rowi Arbilon Malayag

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive Occupational Permit	4. Verify claimant and release Occupational Permit	None	5 minutes	• Rafaelito Bayron
	TOTAL		Thirty minutes	
END OF TRANSACTION				