



6. Issuance of Sanitary Permit (On a Regular Day Outside One Stop Shop)

This service caters business establishments and facilities offering services to general public which includes hospitals, clinics, health and wellness clinics, etc.

Office or Division	Office of the Municipal Health Officer			
Classification	Complex			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Residents of Midsayap and nearby Municipalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly filled-out form (1 copy)		Business and Permit Licensing Division		
Official Receipt for Sanitary Permit (1 original copy)		Municipal Treasurer's Office (Windows 1-6)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit accomplished application and complete required documents at the information counter	1. Receive and review of submitted documents (Complete Documents will be scheduled for Inspection the following day, Weekdays Only)	None	15 Minutes	<i>Sanitation Inspector on duty</i> Office of the Municipal Health Officer
	1.1. Conduct of inspection proper (The day after the submission of Complete Documents, Weekdays Only)	None	1 Hour	



	1.2. Evaluate inspection results and submit recommendations to Local Health Authority for approval or disapproval of application.	None	30 Minutes	
	1.3. If approved, proceed to issuance of Sanitary Permit.	None	2 Minutes	
	For Disapproved Clients:			<i>Sanitation Inspector on duty</i> Office of the Municipal Health Officer
	1.4. Inform client regarding the deficiencies and give time to correct deficiencies then wait for their deficiencies to complete	None	15 Minutes	
	1.5. Receive completed deficiencies; then schedule client for reinspection.	None	15 Minutes	
	1.6. Conduct reinspection of the establishment upon completion of the deficiencies.	None	1 Hour	



	1.7. Evaluation of re-inspection results and submission of recommendations to Local Health Authority for approval or disapproval of application	None	30 Minutes	
2. Claim approved Sanitary Permit	2. If corrected, proceed to issuance of sanitary permit	None	2 Minutes	<i>Sanitation Inspector on duty</i> Office of the Municipal Health Officer
	2.1. Release approved Sanitary Permit	None	2 Minutes	
	TOTAL:	None	3 Hours and 47 Minutes	