



## 6. Issuance of Special Permit

The Office of the Mayor issues Special Permits to individuals and organizations to support their activities or any purpose.

<b>Office or Division</b>	Office of the Mayor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C-Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request (1 original copy)		Client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit the letter of request at the Receiving Area of the Office of the Mayor	1. Receive letter of request and evaluate documents	None	3 Minutes	<i>Administrative Aide IV</i> Office of the Mayor
	1.1. Prepare Special Permit and forward to the Mayor/Municipal Administrator for approval	None	5 Minutes	<i>Administrative Aide I</i> Office of the Mayor
	1.2 Approval of Special Permit	None	5 Minutes	<i>Municipal Mayor/ Municipal Administrator</i> Office of the Mayor
2. Claim the approved Special Permit	2. Record, file an office copy and release approved Special Permit	None	2 Minutes	<i>Administrative Aide IV</i> Office of the Mayor
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	