

Type of Services : SANITARY PERMIT / CLEARANCE FOR BUSINESS ESTABLISHMENT
Availability of Services : DAILY
Who May Avail of the Services : All Business Establishment Owner

REQUIREMENTS:

1. Settle all the payments required at the Municipal Treasurer Office
2. Business site inspection
3. Health Certificate

How to avail:

STEP	ACTIVITY		DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
	CUSTOMER	OFFICE SERVICE PROVIDER				
1	Proceed to RSI office and inform sanitary inspector that you are applying for Sanitary Permit.	- RSI Interviews the client and fill up all necessary information in the Sanitary Permit form.	5-10 minutes	Lolong	-Sanitary Permit Fee -Health Certificate Fee -Laboratory Fee	Sanitary permit form Health Certificate Form
2	Proceed to MTO personnel for payment	- Advice client to pay sanitary permit and health certificate (follow steps how to avail Health Certificate) at the MTO personnel table.				
	Go back to RSI Office and present O.R	- MTO personnel receive payment and issue O.R. -MTO personnel will instruct client to go back to the RSI.	1-2 minutes	Epap		
3	Come back to RSI office after inspection/re-inspection	-RSI will inform client that he will conduct an inspection of the establishment with in 7 days. -Upon inspection, RSI will advice	7 days	Lolong		

4		<p>client to improve the business establishment if necessary for approval. (Clients are give 15 days to 1 month to correct deficiencies)</p> <p>-Upon completion of improvement, RSI will re-inspect the business establishment for approval of sanitary permit.</p> <p>-RSI will instruct the client to come back at the RHU after re-inspection of the business establishment to claim the Sanitary Permit.</p>	15 days to 1 month			
	Proceed to MHO's office together with the RSI	-RSI will prepare all the necessary documents and assist the applicant to the MHO's office for final approval and signing of the sanitary permit form.	3-5 minutes	Lolong		
5		<p>-RSI will present the complete documents to the MHO.</p> <p>-MHO will evaluate the documents and sign the sanitary permit form for approval.</p>	3-5 minutes	Dr. Michelle		