

7. Issuance of Sanitary Permit

The Municipal Health Office issues Sanitary Permit to all business establishments after inspection to assure the safety and good health of the workplace and its employees under the One-Stop-Shop system, which utilizes queuing system to facilitate fast and organized application and renewal of business establishments.

Office/Division:	Municipal Health Office /Rural Sanitary Inspection Section	
Classification:	Complex	
Type of Transaction:	G2B – Government to Business	
Who may avail:	All business owners in the Municipality of Tanza	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Food Establishments, School Canteens, Water Refilling Stations, Videoke Bars:		
Barangay Clearance (1 Original)	Barangay Hall	
Water Potability Result of Raw and Finished Products (1 Original)	Water Laboratory	
Laboratory Results of Employer and/or employees (Hepatitis A, Fecalalysis, CBC) (1 Original)	Clinical Laboratory	
Chest X-ray Results of Employer and/or employees (1 Original)	Radiology (X-Ray) Department/Hospital/ MHO	
For Industrial Establishments:		
Barangay Clearance (1 Original)	Barangay Hall	
Health Records of all workers (including Chest X-ray results) (1 Original)	Medical Clinic/ Company Physician	
For Hospitals, Private Clinics (Medical, Lying-in and Dental) and Laboratories:		
Barangay Clearance (1 Original)	Barangay Hall	
Laboratory Results of employees (1 Original)	Clinical Laboratory	
License to Operate (1 Original)	DOH - Regional Health Office IV-A (DOH Extension Office at Provincial Health Office – Trece Martires City)	
Water Potability Test Result (1 Original)	Water Laboratory	
For Computer Shops:		
Barangay Clearance (1 Original)	Barangay Hall	
Distance Certificate (1 Original)	Municipal Engineering Office	
Signage (No Students are Allowed During Classes) (1 Original)	Printing Establishment	
Chest X-ray results of employer and/or employees (1 Original)	Radiology (X-Ray) Department /MHO	

For Apartments / Boarding Houses:	
Barangay Clearance (1 Original)	Barangay Hall
Water Potability Result (1 Original)	Water Laboratory
For Swimming / Bathing Places:	
Barangay Clearance (1 Original)	Barangay Hall
Laboratory Results of Lifeguard (1 Original)	Clinical Laboratory
Chest X-ray results of Lifeguard (1 Original)	Radiology (X-Ray) Department
For Scrap Trading:	
Clearances (1 Original)	Barangay, DENR/CNC, Zoning
Chest X-ray Result of Employees (1 Original)	Radiology (X-Ray) Department
For Beauty Parlor and Barber Shops:	
Barangay Clearance (1 Original)	Barangay Hall
Chest X-ray Result (1 Original)	Radiology (X-Ray) Department

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Business One-Stop-Shop, Get queuing number at the reception area, wait for the number to flash on the monitor	1. Issue Number	None	1 Minute	<i>Queuing JO point person</i> Bus. One-Stop-Shop
2. Secure application form and list	2. Issue Application Form and List of required Documents	None	2 Minute	<i>Sanitation Inspector on Duty</i> Bus. One-Stop-Shop
3. Fill up and submit the accomplished application form together with all the requirements	3. Review and assess accomplished form and submitted requirements 3.1 Give schedule of site inspection	None	15 Minutes	<i>Sanitation Inspector on Duty</i> Bus. One-Stop-Shop
4. Submit status of site application	4. Record and prepare Sanitary Permit If not complete, issue a checklist for compliance and re-assess if deficiencies are compiled	None	5 Minutes	<i>Sanitation Inspector on Duty</i> Bus. One-Stop-Shop
<i>For establishments</i>	Recommend improvement and	None	30 Minutes	

<i>with incomplete site inspection, accompany RSI to the scheduled site inspection</i>	provide list of deficiencies for compliance. Sched for re-inspection			<i>Sanitation Inspector on Duty Bus. One-Stop-Shop</i>
<i>If site inspection and requirements are complete, re-submit</i> Resubmit Application Form for final review	Review and Assess compliance, Record, give Order of payment and prepare Sanitary Permit	None	10 Minutes	<i>Sanitation Inspector on Duty Bus. One-Stop-Shop</i>
5. Go to Cashier and Pay	6. Get payment and Order of Payment	PHP 50	5 Minutes	<i>Collection Clerk Cubicle 5 Bus. One Stop Shop</i>
6. Go back to Cubicle 3 and claim the Sanitary Permit 8.1 Sign in logbook to acknowledge receipt.	8. Submit to Doctor on Duty for signing 8.1 Release Sanitary Permit 8.2 give logbook for signature of client to acknowledge receipt	None	10 Minutes	<i>Sanitation Inspector on Duty Bus. One Stop Shop</i>
	TOTAL	PHP50	1 Hour- 1hour and 30 Minutes	

(Issuance of Sanitary Permit) is qualified for multi-stage processing.