

5. Issuance of Special Permit

Special permit is specially issued to a tricycle operator who is non-resident of Tanza and has a valid franchise granted by a local government other than Tanza for the said unit to cross any area within Tanza or deliver passengers destined to Tanza.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All and Of legal age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Recent franchise from other municipality (1 photocopy)		Other municipalities		
Certificate of Registration and Latest Official Receipt from LTO (1 photocopy)		Land Transportation Office		
Tricycle Unit for Inspection		Citizen or Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the requirements for securing special permit	1. Give the list of requirements	None	2 Minutes	<i>MPDC Staff</i> MPDO
2. Comply and submit all the requirements for review and assessment	2. Receive and check the submitted documents.	None	3 Minutes	<i>MPDC Staff</i> MPDO
3. Present tricycle for inspection	3. Conduct inspection of tricycle 3.1 Issue Order of Payment	None	5 Minutes	<i>MPDC Staff</i> MPDO
4. Proceed to the Treasurer's office, pay the required fee and secure official receipt	4. Get payment and Order of Payment 4.1 Issue Official Receipt	PHP200	5 Minutes	<i>Collection Staff</i> Window 1, 2, 3, 4, or 5 Mun. Treasury Office
5. Go back to the MPDC Office and present the Official Receipt and claim the franchise form .	5. Issue Special Permit to the client	None	3 Minutes	<i>MPDC Staff</i> MPDO

6. Present tricycle for giving tricycle sticker	6. Issue tricycle sticker to the client	None	5 Minutes	<i>MPDC Staff</i> MPDO
	TOTAL	PHP200	20 minutes	