

Issuance of Special Permit for Tricycle from Gen. Nakar (New or Renewal)

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Tricycle operator with franchise in Gen. Nakar

What are the requirements:

1. Filled-up application form
2. Community Tax Certificate
3. Barangay Clearance from Gen. Nakar
4. Certification from FITA Federation
5. Certification from GENFEDTA
6. Franchise from the Municipality of Gen. Nakar
7. Motor Registration
8. Professional Driver's License

Total Processing Time:

- 40 minutes

How to avail the service:

Step	Applicant/Client	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Secure Application Form from Business Permits and Licensing Section (BPLS) Submit duly accomplished application form together with the required documents	Issue blank Application Form Receive duly accomplished Application Form Review the completeness of application form Affix number to the application form Enter into the database the application details Capture photo of tricycle owner Advise the client/applicant to proceed to MTO for payment	22 minutes		Amelou Astoveza Maximo Cuento
2	Proceed to MTO for payment Submit to BPLS the accomplished application form together with the Original Official Receipt and other requirements	Process the application	15 minutes	P300.00 – Special Permit Fee P85.00 – Health Certificate	Roldan Potencia Amelou Astoveza
3	Receive the duly approved Mayor's Permit and Sticker	Issue Mayor's Permit and Sticker	3 minutes		Amelou Astoveza