



## 6. 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.

<b>Office or Division:</b>	Office of the Municipal Planning and Development Coordinator			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may Avail:</b>	All and Of legal age			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire about the requirements for securing special permit	1. Give the list of requirements	None	2 Minutes	MPDC Staff MPDO
2. Comply and submit all the requirements for review and assessment	2. Receive and check the submitted documents.	None	3 Minutes	MPDC Staff MPDO
3. Present tricycle for inspection	3. Conduct inspection of tricycle 3.1 Issue Order of Payment	None	3-5 Minutes	MPDC Staff 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	3-5 Minutes	Collection Staff 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	MPDC Staff MPDO
6. Present tricycle for giving tricycle sticker.	6. Issue tricycle sticker to the client.	None	3 Minutes	MPDC Staff MPDO
<b>TOTAL</b>		<b>PHP 200</b>	<b>17-21 minutes</b>	