



11. ISSUANCE OF PROVISIONAL SANITARY PERMIT (for New Business Permit Application)

The Provisional Sanitary Permit is a temporary certification in writing issued by the City Health Officer to the New establishment which may partially initiate business activity and shall be given ample time in complying with the existing sanitary permit requirements upon evaluation or inspection by the Sanitation Inspector. This authorization remains valid until the indicated validity period.

Office / Division:	QCHD - Environmental Sanitation Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	All New establishments (Food & non-Food) doing business within Quezon City in reference to the Provisions of RA 11032 or EODB Act of 2018 and JMC No. 1 s - 2021			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Locational Clearance (L.C.) or Assessment of the Business Location via their Unified Business Application Form (UBAF) evaluated by City Planning & Development Office, if permissible or non – permissible prior to the issuance of L.C.		Business One Stop Shop (BOSS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Upload Locational Clearance & Unified Business Application Form and wait for the processing of the Provisional Sanitary Permit	1. Encodes the information indicated in the submitted application for the Provisional Sanitary Permit and attaches the Checklist of Requirements for their respective business category.	NONE	10 minutes	Administrative Clerk / Encoder



2. Claim the Provisional Sanitary Permit together with their Permit to Operate issued by the Business Permits and Licensing Department (BPLD)	2. Issues the Provisional Sanitary Permit	NONE	2 minutes	Releasing Clerk
TOTAL		NONE	12 Minutes	



12. ISSUANCE OF NEW & RENEWAL SANITARY PERMIT Application via Quezon City Online Registration

The Sanitary Permit is a written authorization or certification issued by the City Health Officer which signifies the establishment's compliance with the existing requirements upon inspection or evaluation by the Sanitation Inspector or Evaluator.

Office / Division:	QCHD - Environmental Sanitation Division	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	All establishments (Food & non-Food) doing business within Quezon City in reference to the Provisions of RA 11032 or EODB Act of 2018 and JMC No. 1 s - 2021	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Business Permit	Business Permit & Licensing Department (BPLD) - Business One Stop Shop (BOSS)	
Provisional Sanitary Permit		
Order of Payment Form	Sanitary Permit Application in QC E – Services website (qceservices.quezoncity.gov.ph)	
Official Receipt of Payment for Business Permit inclusive of Sanitary Fee (current year); Inspection Fee; and Health Occupancy Permit Fee	<ul style="list-style-type: none"> ➤ City Treasurer's Office Cashier (for cash payment); ➤ Applicant's email (for online payment via QC Pay Easy) 	
Valid Health Certificate of ALL employees of the establishment including that of the manager/s and /or Owner to be uploaded in the online application of Sanitary Permit	Business Owner / Human Resource Staff / Employees	



Microbiological Water Analysis Report <ul style="list-style-type: none"> ● Food Establishment –Original copy of monthly report ● Non Food Establishment – Original copy of semi-annual report 		DOH Accredited Water Laboratory		
Pest Control Service Report <ul style="list-style-type: none"> ● Food Establishment – Original monthly service report ● Non Food Establishment –Original semi-annual service report 		Licensed Pest Control Service Applicator		
Health Occupancy Permit		QCHD-Environmental Sanitation Division		
Other Requirements: <ul style="list-style-type: none"> ➤ License to Operate (original copy, if applicable) ➤ Physical - Chemical Water Analysis (if applicable) 		Department of Health / Food & Drug Administration DOH Accredited Water Laboratory		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Log – in to qceservices.quezoncity.gov.ph, and select Health Certificate & Sanitary Permit application services by using a device with Google Chrome browser</p> <p>Tap Sanitary Permit icon and select appropriate application type. Fill out required information consistent with Business Permit entries.</p> <p>Upload all documentary requirements based on nature of business</p>	<p>1. Evaluates stated information and uploaded valid documents</p> <p>1.1. Creates Order of Payment for Sanitary Inspection or other fees not included in the uploaded Official Receipt</p>	<p>NONE</p>	<p>5 minutes</p>	<p>Sanitary Permit Document Validator</p>
<p>2. Pay corresponding fees</p> <p>Note: This step may be omitted if all required fees are included in the current Business Tax</p>	<p>2.a. Issues Official Receipt for cash payment</p> <p>2.b. Sends official receipt via applicant's email address once online payment is verified</p> <p>** Prices are subject to change as mandated by a City Ordinance</p>	<p>Inspection Processing fee: PHP 100.00</p>	<p>5 minutes (cash payment)</p> <p>*24- 30 hours (online fund transfer)</p>	<p>City Treasurer's Office Cashier</p> <p>City Treasurer's Office Payment Validator</p>



3. Wait for final approval of application	3. Validates all of the uploaded documents and approves accordingly.	NONE	2 minutes	Head Approving Officer
4. Submit digital copy of Sanitary Permit and claim actual permit Note: This step may be omitted once digital copy of Sanitary Permit is finalized in Phase 2 online system enhancement by the latter part of 2022.	4. Verifies information in the digital copy and issues actual Sanitary Permit	NONE	4 minutes	Releasing Clerk
TOTAL		PHP 100.00	a. For cash payment – 16 minutes b. For online fund transfer - 1 day & 11 minutes to 1 day, 6 hours & 11 minutes	

ISSUANCE OF SANITARY PERMIT is covered under Presidential Decree No. 856.



13. ISSUANCE OF NEW & RENEWAL SANITARY PERMIT via *Walk – In Application

The Sanitary Permit is a written authorization or certification issued by the City Health Officer which signifies the establishment’s compliance with the existing requirements upon inspection or evaluation by the Sanitation Inspector or Evaluator.

*Walk – In transaction for New & Renewal Sanitary Permit application is employed only when online system is “down” or inoperative as confirmed by the QCHD – Environmental Sanitation Division Head.

Office / Division:	QCHD - Environmental Sanitation Division	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	All New establishments (Food & non-Food) doing business within Quezon City in reference to the Provisions of RA 11032 or EODB Act of 2018 and JMC No. 1 s - 2021	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Photocopy of Business Permit Application (New) /Business Permit & Sanitary Permit of the prior year (Renewal)	Business Owner / Representative	
Order of Payment Form	QCHD - Environmental Sanitation Division - Clerk assigned in Sanitary Permit Application	
Official Receipt of Payment for Business Permit inclusive of Sanitary Fee (current year); Inspection Fee; and Health Occupancy Permit Fee	<ul style="list-style-type: none"> ➤ City Treasurer’s Office Cashier (for cash payment); ➤ Applicant’s email (for online payment via QC Pay Easy) 	
Valid Health Certificate of ALL employees of the establishment including that of the manager/s and /or Owner (photocopy of all certificates for submission)	Business Owner / Human Resource Staff / Employees	



Microbiological Water Analysis Report <ul style="list-style-type: none"> • Food Establishment – original monthly report • Non Food Establishment – original semi-annual report (Photocopies of water analysis reports for submission)		DOH Accredited Water Laboratory		
Pest Control Service Report <ul style="list-style-type: none"> • Food Establishment – original monthly service report • Non Food Establishment – original semi – annual service report (Photocopies of pest control service reports for submission)		Licensed Pest Control Service Applicator		
Health Occupancy Permit (photocopy for submission)		QCHD-Environmental Sanitation Division		
Other Requirements: <ul style="list-style-type: none"> ➤ License to Operate (original copy, if applicable) ➤ Physical - Chemical Water Analysis (if applicable) (photocopy for submission)		Department of Health / Food & Drug Administration DOH Accredited Water Laboratory		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements for evaluation	1. Checks for the validity of all the requirements submitted	NONE	2 minutes	Receiving Clerk
2. Pay corresponding fees	2.a. Issues Official Receipt for cash payment	Inspection Processing fee: PHP 100.00	5 minutes (cash payment)	City Treasurer's Office Cashier



<p>Note: This step may be omitted if all required fees are included in the current Business Tax</p>	<p>2.b. Sends official receipt via applicant's email address once online payment is verified</p> <p>** Prices are subject to change as mandated by a City Ordinance</p>		<p>*24- 30 hours (online fund transfer)</p>	<p>City Treasurer's Office Payment Validator</p>
<p>3. Wait for the processing of the Sanitary Permit</p>	<p>3. Evaluates all submitted documents;</p> <p>3.1 Encodes Sanitary Permit details,</p> <p>3.2 Prints hard copy duly signed by the Sanitary Permit Head Evaluator/s</p>	<p>NONE</p>	<p>4 minutes</p>	<p>Head Evaluator/s</p> <p>Administrative Clerk</p>
<p>4. Claim Sanitary Permit</p>	<p>4. Issues Sanitary Permit</p>	<p>NONE</p>	<p>1 minute</p>	<p>Releasing Clerk</p>
<p style="text-align: center;">TOTAL</p>		<p style="text-align: center;">PHP 100.00</p>	<p>a. For cash payment – 12 minutes</p> <p>b. For online fund transfer - 1 day & 7 minutes to 1 day, 6 hours & 7 minutes</p>	

ISSUANCE OF SANITARY PERMIT is covered under Presidential Decree No. 856.