

Special Mayor's Permit Application

Procedures

STEP	APPLICANT ACTIVITY	OFFICE ACTIVITY	PERSON RESPONSIBLE	FORMS
1	File a written request together with supporting documents and submit to the Special Mayor's Permit Section of the Business Bureau	Business Bureau Chief will verify the legality of the request and will provisionally approve the request. Preparation and release of form and Tax Order of Payment (TOP) to the taxpayer	BB-Chief SMP Personnel	Request Form/ TOP
2	Proceed to concerned regulatory office(s), IF APPLICABLE	IF APPLICABLE, concerned regulatory offices will recommend the approval of the Special Mayor's Permit	IF APPLICABLE, concerned Regulatory Offices	Request Form
3	Proceed to City Treasurer's Office	Receipt of payment and Issuance of Official Receipt	Cashier	Official Receipt
4	Proceed to Business Bureau	Receipt of form and official receipt, Approval by the BB-Chief and Release of Special Mayor's Permit to the applicant	BB-Chief SMP Personnel	Special Mayor's Permit
END OF TRANSACTION				

Requirement

1. Letter request specifying the date, time and purpose of the request/event
2. Official Receipt
3. Supporting Documents:
 - Intended Route for motorcades, parades, fun runs and the like
 - IGDD clearance for shows concerning women and children
 - Barangay Resolution for Bingo Socials
 - Barangay Resolution for Concerts, Shows and the like in open areas
 - Occupational Permits of Entertainers for Stage Shows
 - BFP Fire Clearance for Permit to transport/convey explosive or hazardous inflammable liquids

- Barangay Clearance and Community Tax Certificate for Mahjongs
 - SP Ordinance for Request for Road Closures
 - Recruitment Activity for recruiters and/or recruitment agencies not based in Davao City
 - Certificate of Good Standing from DOLE or POEA
 - Job Order Balances Report, duly authenticated by POEA, in case overseas jobs
 - No Objection Certificate (NOC) from PESO
 - Valid License Certificate OR any of the following:
 - Special Recruitment Authority, for overseas
 - Authority to Operate Branch Office, for local
 - License to Operate as PRPA, for local placement
 - Authority to Recruit, for local placement
4. OTHERS, depending on the nature of the request