

## REQUIREMENTS TO SECURE A SPECIAL MAYORS PERMIT

**Basic: Two (2) copies of Letter of Intent with request for Special Mayor's Permit addressed to:**

**ATTY. MARISSA M. MARASIGAN-TORENTERA**  
Officer-In-Charge  
Business Bureau

### **Instruction in making the letter:**

1. Kindly indicate the following details in the letter, to wit;
  - . Activity/Event
  - . Date & Time
  - . Specific Venue (Building Name/Street/Barangay)
  - . Others, if applicable/required (route, amusement tickets, etc.)
2. Briefly describe the whole activity (state other specific activities) and the purpose of the letter which is to "Secure/request for a Special Mayors Permit to hold or conduct the specific event" &
3. Kindly include the full name of the signatory, its position and or designation & the requesting office/organization.