

REQUIREMENTS TO SECURE A SPECIAL MAYORS PERMIT

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

MS. MARIBEL T. PAGUICAN

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.**