

16. SECURING SANITARY PERMIT/ CLEARANCE FOR BUSINESS

All business establishment are required to secure Sanitation Clearance/ Permit upon application of Business Permit to ensure that the establishment complies with the Sanitation Code of San Juan City and other relevant health-related ordinances.

Office or Division:	City Health Department			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form for Business		BPLO		
Official Receipts of Payment		Cashier (Treasury Office)		
For Food Establishments: <ul style="list-style-type: none"> • Latest Health Certificate/ Card of employees 		Business One-Stop Shop		
For Water Refilling Station: <ul style="list-style-type: none"> • Updated Health Certificate/ Card of Employees • Updated Water Physical, Chemical and Bacteriological Exam Result 		Business One-Stop Shop Any Water Testing Lab/ Facility		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to BOSS for transaction	-Sanitary Inspector check and review the necessary requirement brought by the client for application for sanitary permit	Refer to Fees based in Tax Order	5 minutes	RSI RSI

2.(a) Client with incomplete requirement.	a.) Sanitary Inspector instruct the client to complete the requirements	None	15 mins	RSI
b.) Client with laboratory findings	b) Sanitary Inspector refer to Medical Officer/CHO for clearance			
(b) Client with complete requirements and with normal laboratory findings - go to the Treasurer's office for payment of dues.	c.) Treasurer's Office collect payments and release official receipt			
Client go to the Cashier for Payment	Process Payment	Refer to Fees based in Tax Order	5 mins	Treasury Department
Received sanitary permit/ clearance	Issuance of Sanitary Permit/ Clearance	None	3 mins	RSI
Exit	Discharge of client	None	1 min	RSI
End of Transaction				