

Permit Fee on Tricycle Operation

Office or Division:	Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Tricycle Operator/Driver			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Complete documents	Sanggunian Bayan Office			
<p>Fees:</p> <ol style="list-style-type: none"> 1. Mayor's Permit – P450.00 2. Filing Fee <ol style="list-style-type: none"> a. For the first unit – P 350.00 b. For each additional unit – P 250.00 3. Annual Franchise Fee – P 850.00 4. Fare Adjustment for amendment of MTOP <ol style="list-style-type: none"> a. For the first unit - P 250.00 b. For each additional unit – P 200.00 5. Occupational Fee <ol style="list-style-type: none"> a. P 200.00 – driver/operator b. P 400.00 – operator and driver 6. Application Fee – P 100.00 7. Health Certificate – P 75.00 8. Confirmation Fee – P 200.00 9. Annual Parking Fee – P 600.00 10. MTH Business Plate – P 300.00 (good for 3 years) 11. Sticker – P 75.00 (2nd & 3rd year) 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Approach staff present documents	1.1. Interview client and validate submitted documents. 1.2. Sign documents	None	10 minutes	Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid <i>Ticket Checker</i> Ailyn P. Cabinto <i>LTOO I</i>
2. Pay the computed amount	2. Compute amount to be paid and receive payment	Refer to the List of Fees above	15 minutes	Edison B. Quezada Rev. Collection Clerk II Leonora S. Lubid Ticket Checker Ailyn P. Cabinto LTOO I
3. Receive duly signed documents	3. Release documents and Official receipt.	None	5 minutes	Edison B. Quezada Rev. Collection Clerk II Leonora S. Lubid Ticket Checker Ailyn P. Cabinto LTOO I
	TOTAL	Refer to step 2	30 minutes	