

Securing Health Certificates & Sanitary Permit

Health Certificates & Sanitary Permits are required before the issuance of a Business Permit.

Office or Division:	Rural Health Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Owners/Operators of Business Establishments, Food Handlers, Tricycle operators within the Municipality			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>*For Health Certificate</p> <p>Food handlers</p> <p>1.Complete blood count-130.00</p> <p>Non-food handlers</p> <p>1. Complete blood count -130.00</p> <p>For Sanitary Permit</p> <p>1.Health certificate-70.00</p> <p>2.Sanitary permit-150.00</p>				
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Verify submitted requirements 1.2 Educate client on proper waste segregation and disposal 1.3 Submit requirements to the Municipal Health Officer	None	10 mins	Rural Sanitary Inspectors RURAL HEALTH UNIT

2. Enter consultation room	2.1 Interpret results and educate client 2.2 Sign Health Certificate and Sanitary Permit	None	15 mins	Municipal Health Officer RURAL HEALTH UNIT
3. Proceed to Treasurer's Office for payment of fees	3.1 Receive payment and issue official receipt	PLEASE SEE CHECKLIST OF REQUIREMENTS	5 minutes	Revenue Collection Clerk/ Municipal Treasurer OFFICE OF THE MUNICIPAL TREASURER
4. Present official receipt to Sanitary Inspector	4.1 Release Health Certificate and Sanitary Permit	None	5 mins	Sanitary Inspectors RURAL HEALTH UNIT
	TOTAL		35 mins	