

Special Events Permit

Special events permits are required for (1) any planned activity which is conducted in whole or in part on public property or on public right-of-way or easement that involves the use of public property not in its normal and ordinary use, or (2) any activity in public or private property which may have an impact on City services, resources, neighborhoods, business; which would have a direct and significant impact on ordinary traffic congestion or traffic flow to and from the event over public streets or right-of-way near the event; or which would significantly affect the need of city-provided emergency services such as police, fire safety, or medical aid.

****PROCESSING TIME IS BASED ON ONE CLIENT TRANSACTION ONLY. PROCESSING TIME IS EXTENDED WHEN THERE ARE TWO OR MORE CLIENTS.****

*****THE CITY RESERVES THE RIGHT TO DETERMINE IF AN APPLICATION FOR A SPECIAL PERMIT SHOULD BE GRANTED*****

******THE CITY MAY IMPOSE DIFFERENT REQUIREMENTS FOR UNIDENTIFIED EVENTS NOT PREVIOUSLY REQUESTED******

Office or Division:	Business Permits and Licensing Office
Classification	Simple
Type of Transaction	Government to Citizen
Who may avail	Business owners in Taguig City
Checklist of Requirements	Where to Secure
Requirements for all event types:	
Letter request addressed to: HON. MAYOR LANI L. CAYETANO CITY MAYOR OF TAGUIG CITY THRU: Maria Theresa S. Veloso Head-Business Permit and Licensing Office	Applicant
Barangay Clearance or Receipt	Barangay Offices
Certification from events place (e.g., Certification, Agreement)	Estate manager, lessor, etc.
For bazaars/expos with merchants:	
List of merchants/booths/concessionaires/vendors at the event with products to be sold/services rendered	Applicant

For Concerts, festivals, or events where liquor is served:				
List of merchants/booths/concessionaires/vendors at the event with products to be sold/services rendered		Applicant		
Notice at every point indicating prohibited items		Applicant		
Proof of coordination with BFP, PNP, or other agencies needed for security and/or safety.				
Estimated number of attendees		Applicant		
List of names of organizer's staff, bouncers and other personalities involved in the event for security check.				
Fun Runs and other Moving Events (i.e. motorcades, bike, car exhibits):				
Route map		Applicant		
TMO Coordination, PNP and/or CDRRMO Coordination		TMO, PNP or CDRRMO		
Treasury Amusement Tax (if there is Ticket Selling/Registration Fee)		CTO		
For events involving test driving cars: Notarized Quit Claim		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter with the complete requirements	1. Assess application and determine fees to be charged.	Click here for schedule of fees	15 mins	<ul style="list-style-type: none"> • Diwana Suyat – De Vera • Norlita Espitiru
	2. Issue Order of Payment	Computed based on the specific event, days and months		
	3. Endorse to the CTO for billing and payment			
	4. Prepare the Special Permit	none	10 mins	<ul style="list-style-type: none"> • Diwana Suyat – De Vera • Norlita Espitiru

2. Present Official Receipt and claim Special Permit	5. Approval by BPLO Head		5 mins	Atty. Maria Theresa S. Veloso
	6. Release the Special Permit		2 mins	<ul style="list-style-type: none"> • Diwana Suyat – De Vera • Norlita Espitiru
			32 mins	