

ISSUANCE OF SANITARY PERMIT

Frontline Service

Municipality of Bacolor

RURAL HEALTH UNIT

Office

MUNICIPAL HEALTH OFFICER

Head of Office

A. ABOUT THE SERVICE:

The issuance of a Sanitary Permit is a requirement of all Food and Non-Food Establishments within the Municipality as provided for under the Code Sanitation of the Philippines or Presidential Degree No. 856

B. WHO CAN AVAIL OF THER SERVICE:

Residents of Bacolor, Pampanga or any individuals who wishes to apply for such and have the intention to start of a business within the municipality

C. REQUIREMENTS:

1. Food Establishment
 - a. Barangay Clearance
 - b. Laboratory- urinalysis, fecalysis, chest X-ray
2. Water Refilling Station
 - a. Barangay Clearance
 - b. Plans, Specifications, Engineer's Report (subject to review & approval)
 - c. Results of complete Laboratory Analysis of source water (subject to assessment and approval)
 - Bacteriological: once a month
 - Physical/ Chemical: every six month
 - d. Contract of Employment of a Sanitary Engineer & a holder of Certified Water Operator Certificate (subject to validation)
 - e. Laboratory of workers- urinalysis, fecalysis and chest X-ray
3. Poultry and Piggery
 - a. Barangay Clearance
 - b. Locational Clearance
 - c. ECC- (Environmental Compliance Certificate)

- d. Barangay Resolution
- e. Permit to operate (DENR)
- 4. Cemetery/ Memorial
 - a. Barangay Clearance
 - b. ECC
 - c. Sangguniang Bayan Resolution
 - d. Land Title
 - e. Water Analysis (Bacteriology)
 - Physical Chemical analysis
 - f. Barangay Resolution
 - g. Initial Clearance
 - h. Operational Clearance
- 5. Refreshment/ Videoke Bar
 - a. Barangay Clearance
 - b. Laboratory- urinalysis, fecalysis, Drug test, Birthing Certificate, Cedula and Vaginal Smear- every 15 days
- 6. Apartment, Iron Works, Furniture
 - a. Barangay Clearance
- 7. Swimming Pool, Hotel
 - a. Barangay Clearance
 - b. Water Analysis, Physical Chemical
 - c. Laboratory- urinalysis, chest X-ray

D. FEES:

Based on the Local Revenue Code of the Municipality

E. AVAILABILITY OF SERVICES:

- A. Monday, Tuesday and Thursday from 8:00am to 5:00 pm, in some cases, inquiries thru mobile phone calls are also entertained
- B. Wednesday and Friday- Inspection of Food and Non Food Establishment

F. HOW TO AVAIL THE SERVICES:

| STEP Applicant/ Client | Department Activity | Processing Time | Person's Responsible | Fees | Forms |
|--|---|----------------------------|---------------------------------|-------------|--|
| 1. Fill out the application form for Sanitary Permit | a. Provision of checklist for Sanitary Permit | 5 minutes | RSI | | Issuance/ Renewal of Sanitary Permit Form |
| | b. Conduct of ocular inspection | 1 hour | RSI | | |
| | c. Physical exam of workers | | MHO | | |
| | d. Analysis of Laboratory exam and necessary treatment if needed | 1 hour | MHO | | |
| | | 30 minutes | | | |
| 2. Present Proof of Payment | a. Issuance of Health Certificate b. Food Handlers-Cream ID c. Non-Food-Green ID d. GRO- Pink ID | 20 minutes | MHO/ RSI | | |
| | Issuance of Sanitary Permit | 3 minutes | MHO/ RSI | | |

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|--|---|----------|-----|--|--|
| | Refer/ instruct applicant to proceed to Mayor's Office for Mayor's Permit | 1 minute | RSI | | |
| END OF TRANSACTION: (TOTAL) MINUTES- 2 hours and 58 minutes | | | | | |

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Office of the Municipal Health Officer and ask for the Municipal Health Officer.