

Designated Smoking and Vaping Areas

- Ordinance No. 15 Series of 2017, requires establishments seeking to set up a designated smoking area to secure a permit for a Designated Smoking or Vaping Area from the Smoke-Free Task Force.

****PROCESSING TIME IS BASED ON ONE CLIENT TRANSACTION ONLY. TIME IS EXTENDED WHEN THERE ARE 2 OR MORE CLIENTS.**

Designated Smoking and Vaping Areas				
Office or Division:	Business Permits and Licensing Office			
Classification	<ul style="list-style-type: none"> • Pre-Evaluation: Simple • Evaluation: Simple • Processing and Release: Simple 			
Type of Transaction	Government to Citizen			
Who may avail	Owners or managers of buildings, accommodation and entertainment establishments where smoking may be allowed without violating the ordinance.			
Checklist of Requirements	Where to Secure			
Accomplished Application Form	Business Permits and Licensing Office			
Floor Plan	Applicant			
Photo of proposed Designated Smoking and Vaping Area	Applicant			
CLIENT STEPS	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PRE-EVALUATION 1. Submit the duly accomplished Unified Application Form indicating application for a Designated Smoking & Vaping Area along with the requirements	1. Receive the documents and check for completeness.	None	20 mins	(City Hall) <ul style="list-style-type: none"> ● Judith Ignacio ● Marivic Llagas ● Rushelle Merida ● Jennifer G. Franco ● Maurice C. Manuel (SM Aura) <ul style="list-style-type: none"> ● Jacklyn Famoleras ● Princess Jamiriza Umpan ● Carl Bryant Gayanes ● Mary Grace Sincuya ● Marjorie Ocquina

				<ul style="list-style-type: none"> ● Mary Jane Agulto ● Franel Leika Reblora ● Raquel Bautista
	2. Forward to BPLO Evaluator for computation of Filing and Inspection Fee.	Php 1000.00 – filing fee Php. 1000.00 – Inspection fee		(City Hall) <ul style="list-style-type: none"> ● Norlita S. Espiritu (SM Aura) <ul style="list-style-type: none"> ● James Malapad
	3. Approve request and computation			Atty. Maria Theresa S. Veloso (BPLO Head)
2. Receive Order of Payment and proceed to the Cashier to pay. Present proof of payment to BPLO.	4. Endorses the application and requirements to Customer Service, will forward the application to the Inspection Leader		5 mins	(City hall) <ul style="list-style-type: none"> ● Judith Ignacio ● Marivic Llagas ● Rushelle Merida ● Jennifer G. Franco ● Maurice C. Manuel (SM Aura) <ul style="list-style-type: none"> ● Jacklyn Famoleras ● Princess Jamiriza Umbar ● Carl Bryant Gayanes ● Mary Grace Sincuya ● Marjorie Ocquina ● Mary Jane Agulto ● Franel Leika Reblora ● Raquel Bautista
			30 mins	

EVALUATION

CLIENT STEPS	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Joint Inspection team of the Smoke-Free Task Force	None	2 hours	<ul style="list-style-type: none"> ● Glenn SJ Labao ● City Health Office

	represented by: BPLO, City Health Office and City Engineering Office will validate the application and verify the information submitted. Note: If disapproved, applicant has 30-working days to comply with the requirements.			<ul style="list-style-type: none"> City Engineering Office
	2. Forward to BPLO Evaluator for computation of Processing and Permit Fee.	Php2,5000 processing fee Php1,000/ square meter for the first 25% of the DVSA Php500/square meter thereafter		(City Hall) <ul style="list-style-type: none"> Agnes Franco (SM Aura) James Malapad
	3. Approve computation and permit		2 mins	Atty. Maria Theresa S. Veloso <ul style="list-style-type: none"> (BPLO Head)
	4. Contact Taxpayer		2 mins	<ul style="list-style-type: none"> Norlita S. Espiritu
			2 hours and 4 mins	

PROCESSING AND RELEASE

CLIENT STEPS	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claim Order of Payment and Pay fee	1. Release Order of Payment			
2. Claim the NAME OF PERMIT	2. Release Certification of Operation to the applicant.		2 minutes	(City Hall) <ul style="list-style-type: none"> Judith Ignacio

				<ul style="list-style-type: none"> ● Marivic Llagas ● Rushelle Merida ● Jennifer G. Franco ● Maurice C. Manuel (SM Aura) <ul style="list-style-type: none"> ● Jacklyn Famoleras ● Princess Jamiriza Umpar ● Carl Bryant Gayanes ● Mary Grace Sincuya ● Marjorie Ocquina ● Mary Jane Agulto ● Franel Leika Reblora ● Raquel Bautista
			2 minutes	