



Republic of the Philippines
CITY GOVERNMENT OF DAVAO
BUSINESS BUREAU

How to apply for Special Permit?

1. Fill out online application form.
2. Upload required documents, attachments must be correct, clear and legible.
3. Review all information before submitting the application. Email address and contact number must be accurate.
4. Application will be verified and will be forwarded to Regulatory Offices for approval.
5. Track the status of the application by logging in with the provided credentials through the Online Special Permit portal.
6. Once approved, the Order of Payment (OP) will be sent thru SMS or E-mail. Applicant may proceed to the CTO-POPS Collector for payment or thru Online Payment.

Required Documents for Special Permit Application

- Intent Letter in PDF format
- Scanned Business Permit of the Company
- Scanned Business Permit of the Venue
- Comprehensive Plan
- Certificate of Capacity of the Venue
- Indorsement Letter from the City Mayor's Office (if Government, LGU or GOCCs)

❖ Contact Us

BUSINESS BUREAU

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