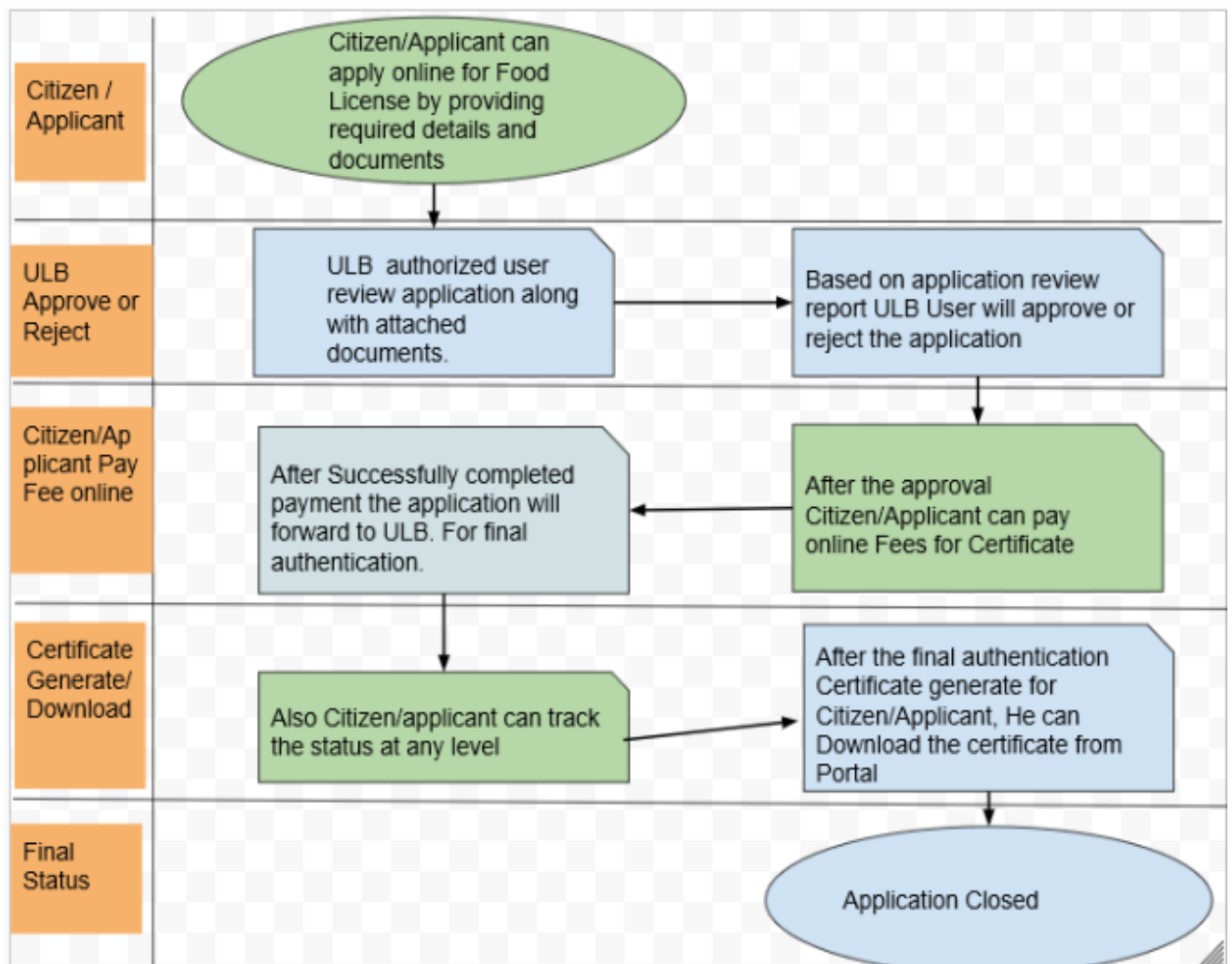


# Food License Documents

1. Food License SOP
2. Public Service Guarantee
3. Food License Tariff

## Food License Registration Process

### Food License Registration Process



## Food License Registration Procedure

Under Municipal Corporation Act of 255/256 and 132, every food shop owner is permitted to run his business or service in the ULB under which his establishment belongs. At Nagar Nigam and Nagar Palika either the Municipal Commissioner or Additional Commissioner or Deputy Commissioner acts as an administrative head and is authorized to approve a Food licenses Certificates.

## Documents Required

- Government ID proof(voter ID/PAN Card/Driving license/Aadhar Card/Rent Agreement/Partnership)
- Owned premises- Property tax receipt/Property registration details, Or
- Rented premises- Self Attested Rent Agreement photo copy/photo copy of Property tax receipt

## Application & submission of Food License

The applicant submits the online application along with the required documents through e-Nagarpalika portal. It will generate the Registration number and the workflow is submitted for approval.

After getting recommendations from ARO (revenue) application will go to Deputy Commissioner /Assistant Commissioner. /, Additional Commissioner or any one of them can be the approval authority for final approval.

After final approval, an alert message is sent to the applicant informing the approval status and for fees payment.

The applicant then pays through the portal and the office clerk generates a system defined Food license certificate with digital signature of the approving authority, afterwards applicant can download the Food license certificate from the portal

## Time Line

Time line to issue Food License certificate, 30 days from the submission of proper application with required documents