Flowchart of the Licensing Process

Statement of simplified procedure

A. Submit the application to MGTO

i. In response to the plan, submit the application consistent with the provisions of Decree-Law No. 16/96/M of April 1 and/or Decree-Law No. 47/98/M of October 26, and other necessary documents*.

ii. Submit construction plan indicated the furniture and equipment layout (including floor plan, elevation plan and sectional plan)

iii. Attached with the receipts, form C2/M6*, specialty works list issued by DSSOPT.

B. Evaluation and approval of documents

Simplified Statement

B.5 Submit amendment project in accordance with the opinions

Need to modify ←

B.1 Preliminary assessment

Conforms with the requirements of regulation

Consulting departments include DSSOPT, IAM, the Health Bureau, the Fire Services Bureau and the Environmental Protection Bureau; some of the plans may need to consult the Public Security Police Force and / or the Sports Bureau and / or the Cultural Affairs Bureau.

B.2 Consultation for the opinions

Need to modify

B.3 Analysis of the opinions from the departments

If the modifications involve amendments of specialty works, the applicant must resubmit drawings of No. II and No. III, that is, the applicant should submit amendment project work to DSSOPT at the same time.

B.4 Examination of application

Project approved

C. Installation of the devices and equipments in the establishment

D. Inspection of the devices and equipments

D.4 Correction

D.1 Submit the application of inspection

Does not meet the working conditions

D.2 Site inspection and opinions

D.3 Additional opinions from the departments

With the basic conditions, but need to improve

Conforms with the requirements

With working conditions

The procedures between step B, C, D of the contents may be repeated in accordance with the improvement.

E. Confirmation

F. Issuance of licenses

* 【Notes】
- Required fees and documents are available on the website of MGTO;
- The C2 of DSSOPT is suitable for the establishment in buildings under construction;
- The M6 of DSSOPT is suitable for the establishment in buildings with the issued license.

After the completion of the project, except for the required fees and documents*, the applicant must submit the following documents to apply for the inspection:
- Stamped copy of the approved specialty works (except construction plan);
- Work Permit
- Copy of the "N1 - Project Completion Notice" and its receipt, or copy of the approval letter on the project legalization and receipt of tax payment.

Site inspection will be carried out by the committee composed of the representatives from the Macao Government Tourism Office, the Land, Public Works and Transport Bureau, the Municipal Affairs Bureau, the Health Bureau, the Fire Services Bureau, the Environmental Protection Bureau (and/or the Public Security Police Force, the Labour Affairs Bureau, MSDB, the Cultural Affairs Bureau).

■ The Applicant
■ Macao Government Tourism Office
■ Committee