

PROSEDUR PERMOHONAN IZIN MELALUI APLIKASI SPPE (SISTEM PELAYANAN PERIZINAN ELEKTRONIK) PADA DINAS PENANAMAN MODAL DAN PELAYANAN PERIZINAN TERPADU SATU PINTU KABUPATEN PAKPAK BHARAT

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graph TD; A[Mencari data persyaratan melalui sppe.pakpakbharatkab.go.id] --> B[Menyiapkan berkas permohonan dan menyerahkan berkas]; B --> C[Daftar melalui loket langsung ke kantor DPM-PPTSP Kabupaten Pakpak Bharat]; B --> D[Registrasi online sppe.pakpakbharatkab.go.id]; C --> E[Petugas DPM-PPTSP memproses data dan memeriksa berkas permohonan]; D --> E; E --> F[Petugas mengentry data permohonan]; F --> G{Perlu ditinjau?}; G --> H[Penjadwalan Tinjauan (dilakukan oleh Tim Teknis Terkait)]; G --> I[Entry data Hasil Tinjauan]; H --> I; I --> J[Pembuatan dan Pencetakan BAP]; J --> K{Izin Beretribusi}; K --> L[Hitung Nilai Retribusi]; K --> M[Proses SELESAI]; L --> N[Cetak Rekomendasi Di TIM TEKNIK]; M --> N; N --> O[Penetapan Izin]; O --> P[Izin Beretribusi]; P --> Q[Cetak SKRD (Surat Ketetapan Retribusi Daerah)]; Q --> R[Bayar Retribusi]; R --> S[Cetak Sertifikat / Izin]; S --> T[Proses SELESAI];
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The flowchart illustrates the process for applying for a business license permit (Izin Beretribusi) through the SPPE (Sistem Pelayanan Perizinan Elektronik) application. The process begins with searching for requirements on the website sppe.pakpakbharatkab.go.id. Applicants then prepare and submit their application documents either directly to the DPM-PPTSP office or online. The DPM-PPTSP staff processes the data and checks the documents. The next step is data entry by the staff. A decision point follows: if a review is needed, the process moves to scheduling a technical review by the relevant team, followed by data entry of the review results, printing of the BAP (Business Activity Permit), and then a decision on whether to issue the permit. If the permit is issued, the next steps are calculating the retribution value, printing a recommendation from the technical team, setting the permit, and printing the SKRD (Regional Retribution Determination Letter). After paying the retribution, the applicant can print the certificate/permit and the process is complete. If the permit is not issued, the process loops back to the initial data entry or review stage.

