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REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA

SUKOHARJO REGENCY REGULATIONS

NUMBER 26 OF 2022

ABOUT

OPERATIONAL STANDARDS AND LICENSING SERVICE PROCEDURES
NON-PERMITTING IN THE DEPARTMENT OF CAPITAL INVESTMENT AND
ONE DOOR INTEGRATED SERVICE

BY THE GRACE OF ALMIGHTY GOD

REGENT SUKOHARJO,

Considering: a. that in order to improve the quality of services to the community, especially in the field of licensing and non-licensing services as well as encouraging economic growth through increased investment, it is necessary to have a licensing and non-licensing service system that is fast, efficient and integrated;

b. that to implement the provisions in Sukoharjo Regent Regulation Number 34 of 2021 Business, Delegation of Licensing Authority regarding Non-Business Licensing and Non-Licensing to the Head of the One Stop Integrated Service and Investment Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Business Licensing, Non-Business Licensing and Authority Non-licensing to the Head of the One Stop Investment and Integrated Services Service,

there is a need to adjust the Standard Operating Procedures for Licensing and Non-Licensing Services at the Sukoharjo Regency Investment and One-Stop Integrated Services Service;

c. that based on the considerations as intended in letters a and b, it is necessary to stipulate a Regent's Regulation concerning Standard Operational Procedures for Licensing and Non-Licensing Services at the Capital Investment Service and

One Stop Integrated Services;

- Remember : 1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Batang Level II Region by amending Law No. 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);
2. Law Number 25 of 2007 concerning Capital Investment (State Gazette of the Republic of Indonesia of 2007 Number 67, Supplement to State Gazette of the Republic of Indonesia Number 4724) as amended by Law Number 11 of 2020 concerning Job Creation (State Gazette of the Republic of Indonesia of 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
3. Law Number 25 of 2009 concerning Public Services (State Gazette of the Republic of Indonesia of 2009 Number 112, Supplement to State Gazette of the Republic of Indonesia Number 5038);
4. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 11 of 2020 concerning Job Creation (State Gazette Republic of Indonesia 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
5. Government Regulation Number 96 of 2012 concerning Implementation of Law Number 25 of 2009 concerning Public Services (State Gazette of the Republic of Indonesia of 2012 Number 215, Supplement to the State Gazette of the Republic of Indonesia Number 5357);
6. Government Regulation Number 2 of 2018 concerning Minimum Service Standards (State Gazette of the Republic of Indonesia of 2018 Number 2, Supplement to State Gazette of the Republic of Indonesia Number 6178);
7. Presidential Regulation Number 97 of 2014 concerning the Implementation of One Stop Integrated Services (State Gazette of the Republic of Indonesia of 2014 Number 221);
8. Sukoharjo Regency Regional Regulation Number 12 2016 concerning the Formation and Structure of Regional Apparatus (2016 Sukoharjo Regency Regional Gazette Number 12, Supplement to Sukoharjo Regency Regional Gazette Number 236);

9. Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 35 of 2012 concerning Guidelines for Preparing Standard Operational Procedures for Government Administration (State Gazette of the Republic of Indonesia of 2012 Number 649); 10. Minister of Home

Affairs Regulation Number 138 of 2017 concerning the Implementation of Regional One-Stop Integrated Services (State Gazette of the Republic of Indonesia of 2017 Number 1956);

11. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One Stop Investment and Integrated Services Service (Sukoharjo Regency Regional Gazette of 2021 Number 35) as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Business Authority, Non-Business Licensing and Non-Permitting to the Head of the One Stop Investment and Integrated Services Service

(Sukoharjo Regency Regional News 2022 Number 8);

DECIDE:

To stipulate: REGENT'S REGULATION CONCERNING OPERATIONAL STANDARDS FOR LICENSING AND NON-PERVICING SERVICE PROCEDURES AT THE ONE-Stop INTEGRATED SERVICE INVESTMENT SERVICE.

CHAPTER I

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the Regent as the organizing element of Regional Government which leads the implementation of government affairs which are the authority of the autonomous region.
3. The Regent is the Regent of Sukoharjo.
4. The One Stop Investment and Integrated Services Service, hereinafter referred to as the PM and PTSP Service, is the Sukoharjo Regency Capital Investment and One Stop Integrated Services Service.
5. One-Stop Integrated Service, hereinafter abbreviated to PTSP, is an integrated service in a single process starting from the application stage to the completion stage of the one-stop integrated service product.
6. Implementation of Business Licensing in Regions is a business licensing activity whose management process is electronic starting from the application stage to the issuance of documents which is carried out in an integrated manner through one door.

7. Business Licensing is the legality given to Business Actors to start and run their business and/or activities.
8. Electronically Integrated Business Licensing System (*Online Single Submission*), hereinafter referred to as the OSS System, is an electronic system integrated which is managed and organized by the OSS Institute for the implementation of Risk-Based Business Licensing.
9. Procedures are steps and stages of mechanisms that must be followed by all organizational units to carry out activities in accordance with established policies.
10. Standard Operating Procedures, hereinafter abbreviated to SOP, are a series of standardized written instructions regarding various government administration processes, how and when they must be carried out, where and by whom they are carried out, through certain stages to complete public service tasks at the PM and PTSP Services.
11. A permit is approval from the Central Government or Regional Government for the implementation of business activities which must be fulfilled by Business Actors before carrying out their business activities.
12. Licensing is the granting of permits to private individuals or business entities intended for guidance, control and regulation, supervision of activities, use of space, and use of natural goods, infrastructure, facilities or certain facilities in order to protect public interests and preserve the environment. .
13. Non-licensing is all forms of service convenience, facilities, fiscal matters and information regarding certain activities in accordance with the provisions of statutory regulations.
14. Complaints are public complaints which are a form of implementation of public supervision submitted by the public, either verbally or in writing to Government Apparatus, in the form of contributions of thoughts, suggestions, ideas or complaints.

Section 2

The purpose of preparing this SOP is as a guideline for employees/ apparatus who have an interest in supporting activities to be able to work as an organizer licensing.

Article 3

The aim of this SOP is to improve the quality of licensing and non-licensing services more easily, quickly, simply, effectively and efficiently, as well as providing certainty in the service process.

BAB II SCOPE

Article 4

The scope of the SOP for Licensing and Non-Permitting Services consists of:

- a. Business Licensing, Non-Business Licensing and Non-Licensing Services; And
- b. Licensing and Non-Permitting Complaints.

CHAPTER III STANDARD OPERATIONAL PROCEDURES

Part One General

Article 5

- (1) Business licensing, non-business licensing and non-licensing services as referred to in Article 4 letter a, are carried out online .
- (2) Applications for business licensing, non-business licensing and non-licensing services are processed in accordance with the SOP if the requirements have been declared complete and correct.

Article 6

- (1) SOP for licensing and non-licensing services includes:
 - a. Identity section; And
 - b. flowchart section.
- (2) The SOP Identity Section for licensing and non-licensing services as intended in paragraph (1) letter a includes:
 - a. standard operating procedure number;
 - b. date of manufacture;
 - c. revision date;
 - d. date of confirmation;

- e. verified by;
- f. SOP name;
- g. legal basis;
- h. implementing qualifications;
- i. linkages;
- j. equipment and supplies;
- k. warning; And
- l. recording and data collection.

(3) The flow diagram section of the SOP for licensing and non-licensing services as referred to in paragraph (1) letter b includes:

- a. activity;
- b. executor:
 1. applicant;
 2. registration officer (*Front Office*);
 3. printer officer (*Back Office*);
 4. Relevant Regional Apparatus;
 5. Young Expert Policy Analyst;
 6. Middle Expert Policy Analyst; And
 7. Head of Department.
- c. Die Baku:
 1. fittings;
 2. requirements;
 3. time; And
 4. output.

(4) The SOP flow diagram uses symbols that describe a systematic sequence of work steps, an explanation of document flow, and work mechanisms.

The second part Mechanism

Article 7

(1) The administration of licensing and non-licensing services is carried out through *front office* and *back office mechanisms*.

(2) The *front office* service mechanism includes:

- a. licensing and non-licensing consulting services;
- b. checking and verifying the completeness of licensing and non-licensing application documents;
- c. acceptance or rejection of application documents licensing and non-licensing.

(3) *Back office* service mechanisms include:

- a. non-issuance of licensing documents and licensing process;
- b. licensing and non-licensing rejection processes; And
- c. the process of revoking and/or canceling permits and non-permits.

Part Three Types of Licensing and Non-Licensing Services

Article 8

(1) The types of licensing and non-licensing services carried out by the PM and PTSP Services are as follows:

a. BUSINESS LICENSING.

Implementation of business licensing is the authority of the Regent in accordance with the provisions legislation.

b. NON-BUSINESS LICENSE.

1. Advertising Permit;
2. Livability Permit;
3. Building Approval;
4. General practitioner practice permit;
5. Specialist doctor's practice permit;
6. Practice Permit from doctors participating in the Internship Program;
7. Practice License for doctors participating in the Specialist Doctor Education Program (PPDS);
8. Doctor's Practice License with additional authority;
9. Dentist practice permit;
10. Specialist dentist practice permit;
11. Practice License for dentists participating in the Specialist Dentist Education Program (PPDGS);
12. Dentist practice permit with additional authority;
13. Clinical psychologist practice license;

14. Nursing Practice License;
15. Midwife Practice License;
16. Pharmacist Practice License; 17. Practice License for pharmaceutical technical personnel;
18. Practice License for sanitarian workers;
19. License to practice for nutrition workers;
20. Physiotherapist Practice License;
21. Occupational therapist practice license;
22. Speech therapist practice license;
23. License to practice acupuncture therapist;
24. Practice License for medical recorders and health information;

25. Cardiovascular technician practice license;
26. Surat Izin Praktik refraction optisien/ optometrist;
27. Dental technician practice license;
28. License to practice anesthesia;
29. Dental and oral therapist practice license;
30. Radiographer Practice License;
31. Electromedical Practice License;
32. Practicing License for laboratory technology expert medical;
33. License to practice orthotic prosthetics; 34. License to practice for traditional health workers herbs;
35. Permit to Establish a Private Primary School;
36. Permit to Establish a Junior High School Private;
37. Permit to Establish an Early Childhood Education Unit; And

38. Permit for Organizing Educational Units Non-formal.

c. NON-PERMITTING

1. Certificate of Conformity to Spatial Planning (SKTR);
2. Land Use Change Approval (P3T);
3. Technical Details of Storage of Hazardous Toxic Waste;

4. Technical Approval of Fulfillment of Water Quality Standards Waste;
5. Approval of the Establishment of Supermarkets and Shopping Centers with Foreign Investment (PMA);

6. Research Certificate (SKP);
7. Field Work Practice Permit (PKL); And
8. Field Work Study Permit (KKN).

- (2) The SOP for licensing and non-licensing services as intended in paragraph (1) is listed in Appendix I which is an inseparable part of this Regent's Regulation.

Part Four
Complaint

Article 9

- (1) Licensing and non-licensing complaints as intended in Article 4 point 2, are carried out through: a. complaint counter;

b. complaint box;

c. it is

d. Telephone/fax (0271-590244);

And. e-mail *dpmpstp.sukoharjo@gmail.com* and
dpmpstp@sukoharjokab.go.id;

f. *whatsapp* PM and PTSP Department with number 08112784100;
And

g. Public Service Complaint Management System
National (SP4N).

- (2) The SOP for complaints about licensing and non-licensing services as referred to in paragraph (1), is listed in Appendix II which is an inseparable part of this Regent's Regulation.

CHAPTER IV
FINANCING

Article 10

Funding for the implementation of the provisions in this Regent's Regulation comes from the Regional Revenue and Expenditure Budget.

BAB V
CLOSING

Article 11

This Regent's Regulation comes into force on the date of promulgation.

So that everyone is aware, this Regulation is ordered to be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Set in Sukoharjo
on May 13, 2022

REGENT SUKOHARJO,

signed

ETIK SURYANI

Promulgated in Sukoharjo
on May 13, 2022

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2022 NUMBER 26

The copy corresponds to the original
HEAD OF LEGAL SECTION,

signed

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