



BUSINESS PERMITS & LICENSING DIVISION

External Services



7. Standard steps for a Newly Started Business.

Processing of business applications for new business applicants and Issuance of Permit and its content.

Office or Division:	Mayor's Office – Business Permit and Licensing Division (BPLO)			
Classification:	Simple (Ministerial Action)			
Type of Transaction:	G2C –Government-to-Citizen			
Who may avail:	All Business Owners, Establishment and Business Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For a Newly Started Business: <ul style="list-style-type: none"> • Filled-up Unified Form; • SEC/DTI/CDA Certificate; • Location Sketch of New Business; • Paid-up capital of the Business (if Incorporation, Corporation or Partnership, or sworn statement of the capital invested of the operator/owner); • Certificate of attestation (if the business is tax exempt); • Tax Clearance; • Barangay Clearance; • Occupancy Permit (1 original, 1 photocopy) • Medical Certificate & Sanitary Permit • Three (3) passport pictures of the owner or operator or in cases of a partnership or corporation 		<ul style="list-style-type: none"> • Security Exchange Commission (SEC); • Department of Trade & Industry (DTI) • Cooperative Development Authority (CDA) • Office of the Barangay • Office of the Municipal Engineer • Business Permits & Licensing Office (BPLO) • Municipal Treasurer Office • Municipal Health Office 		
All documents from step 2 with the computation slip must be submitted for a review and authentication		MTO/ BPLO/ ICTO/ MO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office lobby	Give the Log Book to the client	None		Help Desk
2. File Application for One-Time Assessment	Review and validate the documents submitted for One-time Assessment		20 minutes	BPLO Staff Licensing Officer
3. One-time payment, payment of taxes, fees and charges	Collect and Issue Official Receipt	As per assessment based Revenue Code	20 minutes	Frontline - All Revenue Collector



4. Claim Mayor's Permit	Print, Sign, and Release Mayor's Business Permit		20 mins.	Frontline – Licensing Officer ICTO
TOTAL			1 hour	

8. Standard Steps for the Renewal of Existing Business Permits:

Processing of business applications for renewal and issuance of permits and their content.

Office or Division:	Mayor's Office – Business Permit and Licensing Division (BPLO)			
Classification:	Simple (Ministerial Action)			
Type of Transaction:	G2C –Government-to-Citizen			
Who may avail:	All Business Establishment and Business Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For the Renewal of Existing Business Permits: <ul style="list-style-type: none"> • Filled-up Unified Form; • Previous year's mayor's permit and current tax clearance • Copy of the Annual or quarterly tax payments • Copies of receipts showing payments of all regulatory fees • Sworn statement of the capital investment • Certificate of tax exemption from local taxes or fees • Barangay Clearance; • Medical Certificate & Sanitary Permit 		<ul style="list-style-type: none"> • Security Exchange Commission (SEC); • Department of Trade & Industry (DTI) • Cooperative Development Authority (CDA) • Office of the Barangay • Office of the Municipal Engineer • Business Permits & Licensing Office (BPLO) • Municipal Treasurer Office • Municipal Health Office 		
All documents from step 1		MTO/ BPLO		
All documents from step 2		MTO/ BPLO/ ICTO/ MO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the Client Logbook in the office lobby	Give the Log Book to the client	None		Help Desk
Submit the File Application for a One-Time Assessment	Review the received document and validate for completeness for issuance of Order of Payment	As per assessment based on the Local Revenue Code	20 mins.	BPLO Staff Licensing Officer

One-time payment, payment of taxes, fees, and charges	Collect and Issue an Official Receipt of the Order of Payment		10 mins.	Frontline - All Revenue Collector Backroom - Cashier/Disbursing Officer
Claim Mayor's Permit	Print, Sign, and Release Mayor's Business Permit		20 mins.	Frontline – Licensing Officer ICTO
	TOTAL		50 mins	