

# Applying/renewing a business permit

## ABOUT THE SERVICE

ALL ENTERPRISES are required to secure a Business License and Mayor's Permit, and pay business taxes before the start of commercial operations.

The license must be renewed from January 1 to 20, every year (in the One Stop Shop). Penalties are imposed after this period.

Business taxes for new enterprises are based on capitalization. Those for succeeding years are computed as a percentage of gross receipts/sales. Payments may be made annually, semi-annually or quarterly. Taxes are due on the first 20 days of each quarter.

The service defined here is that of the One-Stop Shop occurring in the month of January, and also that that wherein application/renewal is made from February to December.

## DOCUMENTARY REQUIREMENT/S

### **For new applicants (this requirements depends upon the business type)**

- Community Tax Certificate (cedula)
- Barangay and business Clearance
- CR, OR, Drivers License (motorela, habal-habal, van for hire)
- Organizational clearance
- Market clearance (market vendors, motorela, habal- habal, van for hire)
- Sketch
- 2 pcs. 2x2 picture
- DTI certificate
- Bureau of Food and Drugs(BFAD)
- Department of Health (DOH) License to operate Hospitals, Clinics
- National Food Authority(NFA) Rice and Corn millers
- Cooperative Development Authority (CDA) for cooperatives
- Energy Regulatory Commission(ERC) Highly combustible substance
- Security Exchange commission (SEC) Insurance, Pawnshop, Courier services, Educational Instatutions, Banks

### **For renewal applicants (this requirements depends upon the business type)**

- Community Tax Certificate (cedula)
- Barangay and business Clearance
- CR, OR, Drivers License (motorela, habal-habal, van for hire)
- Organizational clearance
- Market clearance (market vendors, motorela, habal- habal, van for hire)
- Previous mayor's Permit and Official Receipt
- DTI certificate
- Bureau of Food and Drugs(BFAD)
- PAG-IBIG clearance
- BIR Certificate of Tax Payment

- Department of Health (DOH)- License to operate Hospitals, Clinics
- National Food Authority(NFA)- Rice and Corn millers
- Cooperative Development Authority (CDA) for cooperatives
- Energy Regulatory Commission(ERC) -Highly combustible substance
- Security Exchange commission (SEC) -Insurance, Pawnshop, Courier services, Educational Institutions, Banks.

**☑ FEE/S**

(See Appendix)

**☑ HOW TO AVAIL OF THE SERVICE**

Steps	Activity/Process		Duration	Person Responsible
	Service Providers	Clients		
1.	Check requirements & Provide application form	Sign the logbook fill out application forms	10 minutes	Ma. Maila Aleman Clerk
2.	Advise client to proceed to MTO assessment of fees and issuance of official receipt	Proceed to MTO	10 minutes	BPLO/MTO STAFF
3.	Assessment of fees and issuance of official receipt		2 minutes	Revenue Clerk
4.	Municipal Treasurer counterchecks O.R. /assessment form and signs business application form		3 minutes	Mr. Raymond Cuadra OIC Mun. Treas.
5.	Advise the client to proceed to MPDC, PNP, BFP, Health Office, Engineering & SB Office for signature(renewal-no need of Eng'g. & SB Office)		1 hour	
3.	Verify compliance to the requirements & check accomplished forms	Present all documents with O.R. and wait	5 minutes	EfrenaBuenafe/Peter Jamero BPLO Staff
4.	Prepare mayor's permit		3 minutes	Joahna Cadeliña Clerk
5.	Release of permit	Sign logbook	1 minute	Joahna Cadeliña Clerk

**Total**

**1 hour & 34 minutes**

**☑ HOW TO AVAIL OF THE SERVICE  
In the One Stop Shop**

Steps	Activity/Process		Duration (processing time)	Person Responsible
	Service Providers	Clients		
1.	Entertain client, ask for requirements, provide and check accomplished business application form	Submit all necessary requirements for verification, secure & submit duly filled up business application form for validation	5 minutes	Ma. Maila Aleman, Efrena Buenafe
2.	Assessment of fees and issuance of official receipt	Pay corresponding fees	5 minutes	Raymond Cuadra Emiliano Arban
3.	Issuance of Zoning Clearance	Secure Zoning Clearance	2 minutes	Engr. Gerry Araneta
4.	Issuance of PNP Clearance	Secure PNP clearance	30 seconds	
5.	Issuance of BFP Clearance	Secure BFP Clearance	30 seconds	
6.	Issuance of Sanitary Permit and Health Card	Secure Sanitary Permit and Health Card	10 minutes	Jocelyn Maluenda
7.	Issuance of Mayor's Permit		5 minutes	Grace Pagulon Efrena Buenafe

**Total**

**28 minutes**