



OFFICE OF THE BUSINESS PERMIT AND LICENSING OFFICER



1. Issuances of Business Permits

Securing Business Permits for New Business and Renewal of Business Permits for Small Businesses not requiring complex and highly technical inspections.

Office of Division:		Business-One-Stop Shop (BUSINESS PERMIT AND LICENSING OFFICE)		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		New Business and Renewal of Business Permits for Small Business		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
For New: DTI Registration for Single Proprietor (1 photocopy)		For New: Negosyo Center, Department of Trade and Industry		
SEC Registration for Corporation (1 photocopy)		Securities and Exchange Commission		
CDA Registration (1 Photocopy)		Cooperative Development Authority		
Contract of Lease (if renting) (1 photocopy)		Business Owner		
Barangay Clearance for Business permit purposes (1 photocopy) except those already issued Occupancy Permit		Barangay where the business is located		
Business Capitalization		Stated in the Unified Application form for business		
Community Tax Certificate (Cedula)		Municipal / Barangay Treasurer		
For Renewal: Income Tax Return from Previous Year, Certificate of Registration (1 photocopy)		For Renewal: Business Owner copy from BIR		
Barangay Clearance from Business (1 photocopy)		Barangay where the business is located		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File Application Form with complete documentary requirements	Receive, review, endorsed to Sanitary Officer, Zoning, Engineering and Bureau of Fire Protection (BFP) and issues Assessment (Order of Payment)		15 minutes	Licensing Officer IV / BPLO Designate Licensing Officer II Senior Administrative Assistant II Bookbinder III



2. Pay to the Cashier	Assess the business tax of the business establishment based on the declared Gross Sales for the previous year and issues Official Receipt.	Business Capitalization or Gross Sales/Receipts (See Local Revenue Code) Mayor's Permit - 41.00 Garbage Fee - 200.00- 350.00 Sanitary Permit Fee - 150.00 Application Fee - 5.00 Account Clearance - 5.00 Inspection Fee - 100 Working Permit - (25.00) Business Plate 100.00(new) Sticker 20.00 (Renewal/Old) DST - 30.00	15 minutes	Senior Administrative Assistant II Local Revenue Collection Officer III Revenue Collection Clerk III Cash Clerk
3. Claim Business Permit	Issue Business Permit	None	1-3 days	Bookbinder IV



2. Issuances of Business Permits (Complex and Highly Technical Transactions)

Securing Business Permits for New Business and Renewal of Business Permits for Complex to Highly Technical Transaction.

Office of Division:	Business-One-Stop Shop (BUSINESS PERMIT AND LICENSING OFFICE)
Classification:	Complex and Highly Technical Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	New Business and Renewal of Business Permits for Business requiring highly technical inspections
CHECKLIST REQUIREMENTS	WHERE TO SECURE
For New: DTI Registration for Single Proprietor (1 photocopy)	For New: Negosyo Center, Department of Trade and Industry
SEC Registration for Corporation (1 photocopy)	Securities and Exchange Commission
CDA Registration (1 Photocopy)	Cooperative Development Authority
Contract of Lease (if renting) (1 photocopy)	Business Owner
Barangay Clearance for Business permit purposes (1 photocopy) except those already issued Occupancy Permit	Barangay where the business is located
Business Capitalization	Stated in the Unified Application form for business
Occupancy Permit (for new building) 1 photocopy	Municipal Engineer's Office
SB Resolution for gasoline, poultry, piggery, fish cages, water refilling, e-games, bingo, STL, hospital, malls and other major development projects (1 photocopy) --pre-requirement for the above businesses	Sangguniang Bayan of Sual
Sanitary Permit for food establishment, public swimming and bathing place, water refilling, funeral establishments, services, tonsorial and beauty establishments, public laundry, drugstores, massage clinics, sauna baths, spa and similar establishments, pest control operators, establishments serving food, school sanitation and health services (pre-requirement for the above business)	Municipal Health Office



For Renewal: Income Tax Return from Previous Year, Certificate of Registration (1 photocopy)"		For Renewal: Business Owner copy from BIR		
Barangay Clearance from Business (1 photocopy)		Barangay where the business is located		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File Application Form with complete documentary requirements	Receive, review, endorsed to Sanitary Officer, Zoning, Engineering and Bureau of Fire Protection (BFP) and issues Assessment (Order of Payment)	None	15 minutes	Licensing Officer IV / BPLO Designate Licensing Officer II Senior Administrative Assistant II Bookbinder III
2. Pay to the Cashier	Assess the business tax of the business establishment based on the declared Gross Sales for the previous year.	Business Tax (See Local Revenue Code Mayor's Permit- 41.00 Garbage Fee - 350.00 Sanitary Permit - 150.00 Application Fee - 5.00 Account Clearance - 5.00 Inspection Fee - 100 Working Permit (25.00) Business Plate 100.00(new) Sticker 20.00 (Renewal/Old) DST - 30.00	15 minutes	Senior Administrative Assistant II Local Revenue Collection Officer III Revenue Collection Clerk III Cash Clerk
3. Claim Business Permit	Issue Business Permit	None	7-20 days	Bookbinder IV



3. Issuances of Certifications

Clients requesting Certification of No Business, Business Closure, Transfer of Business, Certifications for Cancelled Franchise of Tricycles and other certifications.

Office of Division:		Business-One-Stop Shop (BUSINESS PERMIT AND LICENSING OFFICE)		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Clients with records of business or none, tricycle franchise and others requiring certifications from our office for legal purposes.		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Old Business Permits for certification of transfer of business			BUSINESS PERMIT AND LICENSING OFFICE	
Old Business Permit for closure of business and Statement of Gross Sales/Receipts within the calendar year if closed within the current year			Client	
I.D. for cancellation of franchise			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up logbook and state purpose for certifications	Receive, verify submitted documents, validate request and issues order of payment	None	10 minutes	Licensing Officer IV / BPLO Designate Licensing Officer II Senior Administrative Assistant II Bookbinder III
2. Pay to the Cashier	Issue Official Receipt for Certification	Certification Fee - P45.00 Certified True Copy - P65.00	15 minutes	Senior Administrative Assistant II Local Revenue Collection Officer III Revenue Collection Clerk III Cash Clerk
3. Receives the certification	Release the Certification	None	10 minutes	Licensing Officer IV / BPLO Designate Licensing Officer II Senior Administrative Assistant II Bookbinder III