



BUSINESS PERMIT AND LICENSING OFFICE



I. Vision

To systematize the record and assessment of the Business permits and Licensing Office (BPLO) for efficient and effective tax collections.

II. Mission

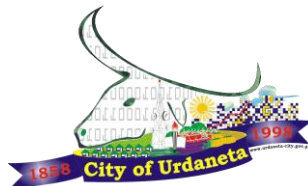
- To take necessary measures and systems to generate more revenue for the city
- To undertake intensive campaign against illegal business operations

III. Goals and Objectives

- Streamline the processing of Mayor's Permit
- Collect the correct taxes corresponding to the kind of business
- Intensify tax collections



BUSINESS PERMIT AND LICENSING OFFICE FRONTLINE SERVICES



APPLICATION FOR MAYOR'S PERMITS

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
<p>1.The applicant shall file application form with documentary requirement for encoding of business data/information (for new business)</p> <p>1.BPLO staff receives and evaluates requirements of business permit applicants.</p> <p>2.BPLO staff will assess Regulatory Fees, Fire Fees and Community Tax Certificate (Cedula)</p> <p>3.BPLO staff will issue the application form with the corresponding assessed amount of business permit to the client for payment.</p>	<p>Sheryl Rose Perez Jynyx S. Velicaria Mhar Luz B. Flores</p>	<p>30 mins.</p>	<p>Based on declared capital investment /ITR</p>	<p>a) Complete Business application forms</p> <p>b) Barangay Clearance to operate business (where the establishment is located)</p> <p>c) Community Tax Certificate</p> <p>d) Latest picture of the establishments/stall s/shops</p> <p>e) Securities and Exchange Commission Certificate (for Corporations), Department of Trade and Industry Business Registration (for Sole proprietorship) Cooperative Development Authority Registration (for Cooperatives)</p> <p>f) Capital Investment</p> <p>g) Old Mayor's Permit and Application</p> <p>h) Official Receipts for Semi-Annual and Quarterly Payments (1st to 4th quarter)</p> <p>i) Sworn Statement (Gross Sales)</p> <p>j) CCTV</p>	<p>1. Submit your letter of complaint to the BPLO Chief for initial assessment of complaint</p>

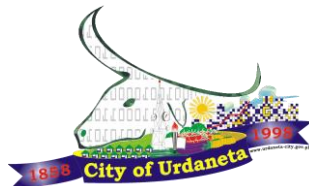


APPLICATION FOR RETIREMENT OF BUSINESS LICENSE/ MAYOR'S PERMIT

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
The applicant shall file application form with documentary requirements	Sheryl Rose Perez Jynyx S. Velicaria	10 mins.	Based on the assessed amount	<ul style="list-style-type: none"> a) Duly notarized Application Form for Business Retirement b) Letter of Business Retirement c) Previous Mayor's Permit w/ plate d) Sworn statement (Gross Sales) e) Affidavit of voluntary surrender duly notarized by a lawyer (for public stalls) f) Market Clearance (for public stalls) g) Official Receipt for Quarterly/Semi-Annual Payments (1st – 4th quarter) h) Certificate of Cessation from the Barangay (where the business is located) 	Submit your letter of complaint to the BPLO for initial assessment of complaint

REVENUE COLLECTION

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
<ul style="list-style-type: none"> a. BPLO staff receives/ collects Business Taxes, Community Tax Certificate (Cedula) and other fees to the taxpayers b. Issues official receipts of Business Taxes, Community Tax Certificate (Cedula) and other fees to the taxpayers 	Mrs. Marilou D. Sison Mhar Luz B. Flores Mrs. Elena C. Sison	10 mins.	Based on the assessed amount	<ul style="list-style-type: none"> a) Application form with documentary requirements and assessed business permit fees and Community Tax Certificate (Cedula) b) Duly notarized application form for business retirement with the assessment of the corresponding fees, taxes and charges 	Submit your letter of complaint to the BPLO for initial assessment of complaint



ISSUANCE OF MAYOR'S PERMIT

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
BPLO staff shall release the approved Mayor's Permit to the taxpayer	Jynyx S. Velicaria Reyna Basa	10 mins.	None	a. Duly approved business permit application form with documentary requirement b. Official Receipt	

ISSUANCE OF CERTIFICATE OF BUSINESS RETIREMENT

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
BPLO staff shall release the Certificate of Business Retirement to the taxpayer	Jynyx S. Velicaria Reyna Basa		None	a. Duly notarized application form for business retirement with documentary requirements b. Official Receipt	

APPLICATION FOR NEW BUSINESS/MAYOR'S PERMITS AND ISSUANCE OF MAYOR'S PERMITS

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
a. The applicant shall file Application Form with documentary requirements to the BPLO receiving window or counter for encoding of business data/information, Assessment of Regulatory Fees, Fire Fees and Community Tax Certificate (Cedula)	Sheryl Rose Perez Jynyx S. Velicaria Mhar Luz B. Flores Reyna Basa Tranquilino F. Bulda, Jr. Luz N. Lopez Marilou D. Sison Elena C. Sison Antonio A. Velicaria, Jr.	30 mins. 1 hour	Based on declared capital investment /Gross Sales or ITR	a) Complete Business application forms b) Barangay Clearance to operate business (where the establishment is located) c) Community Tax Certificate d) Latest picture of the establishments/stalls /shops e) Securities and Exchange Commission	1. Submit your letter of complaint to the BPLO Chief for initial assessment of complaint.



<p>b. Pay Regulatory Fees, Community Tax (Cedula), Fire Code Fees (Business). Receive Official Receipts (City and BFP) and Mayor's Permit and Business Plate.</p>				<p>Certificate (for Corporations), Department of Trade and Industry Business Registration (for Sole proprietorship) Cooperative Development Authority Registration (for Cooperatives)</p> <p>f) Capital Investment g) CCTV h) Other requirements as may be necessary.</p>	
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APPLICATION FOR RENEWAL BUSINESS/MAYOR'S PERMITS AND ISSUANCE OF MAYOR'S PERMITS

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
<p>a. The applicant shall file Application Form with documentary requirements to the BPLO receiving window or counter for encoding of Gross Sales, Assessment of Regulatory Fees, Fire Fees and Community Tax Certificate (Cedula)</p> <p>b. Pay Regulatory Fees, Community Tax (Cedula), Fire Code Fees (Business). Receive Official Receipts (City and BFP) and Mayor's Permit and Business Plate.</p>	<p>Sheryl Rose Perez Jynyx S. Velicaria Mhar Luz B. Flores Reyna Basa Tranquilino F. Bulda, Jr. Luz N. Lopez</p> <p>Marilou D. Sison Elena C. Sison Antonio A. Velicaria, Jr.</p>	<p>30 mins.</p> <p>1 hour</p>	<p>Based on declared /Gross Sales or ITR</p>	<p>a) Complete Business application forms b) Barangay Clearance to operate business (where the establishment is located) c) Community Tax Certificate d) Latest picture of the establishments/stalls/s hops e) Securities and Exchange Commission Certificate (for Corporations), Department of Trade and Industry Business Registration (for Sole proprietorship) Cooperative Development Authority Registration (for Cooperatives) f) CCTV g) Old Mayor's Permit and Application</p>	<p>1. Submit your letter of complaint to the BPLO for initial assessment of complaint</p>



				<ul style="list-style-type: none"> h) Official Receipts for Semi-Annual and Quarterly Payments (1st to 4th quarter) i) Sworn Statement (Gross Sales) j) ITR k) Other requirements as may be necessary. 	
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APPLICATION FOR RETIREMENT OF BUSINESS LICENSE/MAYOR'S PERMIT AND ISSUANCE OF MAYOR'S PERMIT

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
a. The applicant shall file application form with documentary requirements. Assessment of corresponding business tax and retirement fee. b. Payment and release of Retirement Certificate.	Sheryl Rose Perez Jynyx S. Velicaria Charlene Eugenio Albert Abulencia Herold Jose Elena C. Sison	10 mins.	Based on the assessed amount	<ul style="list-style-type: none"> a) Duly notarized Application Form for Business Retirement b) Letter of Business Retirement c) Previous Mayor's Permit w/ plate d) Sworn Statement (Gross Sales) e) Affidavit of voluntary surrender duly notarized by a lawyer (for public stalls) f) Market Clearance (for public stalls) g) Official Receipt for Quarterly/Semi-Annual Payments (1st to 4th quarter) h) Certificate of Cessation from the Barangay where the business is located. 	Submit your letter of complaint to the BPLO for initial assessment of complaint



AMENDMENT

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
a. The applicant shall surrender old/existing mayor's permit	Jynyx S. Velicaria Tranquilino F. Bulda, Jr. Luz N. Lopez Elena C. Sison	10 mins.	Php 105.00	a. Request Letter b. Old/exsiting mayor's permit c. New DTI/SEC	

TRANSFER OF OWNERSHIP AND LOCATION

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
The applicant shall surrender old/existing mayor's permit and show retirement receipt or certificate of business retirement	Jynyx S. Velicaria Tranquilino F. Bulda, Jr. Luz N. Lopez Elena C. Sison	10 mins.	Php 105.00	a. Request Letter b. Old/existing mayor's permit c. Retirement receipt or certification of retirement d. For public stalls: Certification from the Market Supervisor with the necessary receipt	

CERTIFIED TRUE COPY

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
a. Present original copy of mayor's permit with photo copy	Jynyx S. Velicaria Elena C. Sison	5 mins	Php 55.00	a. Original copy of Mayor's Permit b. Photo copy of Mayor's Permit	



