



Republic of the Philippines
Province of Negros Occidental
City of San Carlos
OFFICE OF THE CITY MAYOR



**BUSINESS PERMIT & LICENSING OFFICE
(BPLO)**

Telefax No. (034) 312-6928

**ISSUANCE OF MAYOR'S PERMIT FOR BUSINESS ESTABLISHMENTS
(MGA PAMAAGI SA PAGKUHA UG MAYOR'S PERMIT PARA SA NEGOSYO)**

◆ Requirements (MgaKinahanglan):

New

- Unified Application Form duly filled up
- Police Clearance (Brgy. Clearance)
- Sanitary Permit (City Health Office)
- Photocopy of DTI/SEC/CDA
- Other national agencies based upon the kind of business

Renewal

- Unified Application Form duly filled up
- Police Clearance (Brgy. Clearance)
- Sanitary Permit (City Health Office)
- Other national agencies based upon the kind of business

Steps / Pama-agi

**Persons in-charge /
Ang Hingtungan**

1

Submit the requirements for **Unified Application Form**.

*Ipasa ang mga gikinahanglan para mahimuan og
Unified Application Form.*

BPLO
Neal Norberto S. Belangel
Nelson B. Villaflor
Sandra M. Sortegosa
Janice C. Aspiras

2

Proceed to **City Treasurer's Office (CTO)** for one-time assessment and payment of all fees and taxes including Fire Safety Inspection Certificate (FSIC) fees.

*Adto sa City Treasurer's Office (CTO) para
magpasumada hasta sa pagbayad sa tanang bayranan*

CTO
Cristina L. Combate
Helen L. Zarate
Yancy Gift A. Mercado
**Bureau of Fire Protection
(BFP)**

3

Proceed to **Business Permit & Licensing Office (BPLO)** for issuance and releasing of the Mayor's Permit.

*Adto sa Business Permit & Licensing Office
(BPLO) para mapahimu-an ug makuha ang Mayor's
Permit.*

BPLO
Neal Norberto S. Belangel
Nelson B. Villaflor
Sandra M. Sortegosa
Janice C. Aspiras