



Issuance of Mayor's Permit for FISHING OPERATOR & Registration of Motorized/Non-Motorized Boat (New/Renewal)

◆ **Requirements:**

1. Police Clearance
2. Sanitary Permit (CHO)
3. Bantay Dagat Clearance

◆ **Steps to Avail of the Service:**

| STEP | APPLICANT / CLIENT ACTIVITY | PERSONS IN-CHARGE |
|-------------|---|---|
| 1 | Fills up the application form & submits requirements | BPLO Neal Norberto S. Belangel Nelson B. Villaflor Sandra M. Sortegosa Janice C. Aspiras |
| 2 | Proceeds to CTO for assessment | CTO Blesilda Ignacio |
| 3 | Payment of CTC, fees, and taxes | CTO Blesilda Ignacio |
| 4 | Back to BPLO for issuance of Mayor's Permit & release of the same duly signed by the City Mayor | BPLO Neal Norberto S. Belangel Nelson B. Villaflor Sandra M. Sortegosa Janice C. Aspiras |

◆ **Fees** — To be determined by CTO (Business Tax & Other Fees Division)

- CTO – City Treasurer's Office
- CHO – City Health Office
- PMSD – Public Market & Slaughterhouse Department
- CTC—Community Tax Certificate