

Business Permit and Licensing Office



Issuance of Mayor's Permit for New Business

Office or Division:		BPLO			
Classification:		Simple			
Type of Transactio	n:	G2B			
Who may Avail:		Any person who is a		• •	•
		corporation duly org	ganized & registere	d under the exis	ting laws of the
		Philippines.			
		EQUIREMENTS		WHERE TO SEC	CURE
Unified/Application			BPLO		
DTI/SEC/CDA certif	- ''	photocopy)	DTI/SEC/CDA	/ 1 1 .	• 1 • 1
Barangay Clearance				(where business	is located)
Police Clearance (C			PNP		
Sanitary Permit (Or		- · · ·	CHO		
Locational Clearand			CPDCO		
_	ncies b	ased upon the kind o	f Other national	agencies	
business			FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	Α	GENCY ACTIONS	PAID	TIME	RESPONSIBLE
1. Submit	Revi	ew/check the	17112		NIIO ONO DIL
requirements for		rements submitted	None	1 Hour	Licensing Officer I
Unified Form to	•	ssue the Unified			License Inspector I
BPLO.	Form	. Advise client to			·
	proce	eed to CTO			
2. Proceed to	Asse	ss Tax based on	Regulatory		
CTO for	-	alization/receive	Fees: (CTO)		
assessment &		ent & issue	*Calling Fee-		
payments of CTC,		esponding OR & CTC	P100.00(per	1 Hour & 30	LTOO III
fees & other	Inclu	ding FSIC.	employee)	Minutes	LRCO I
taxes.			*Garbage Fee-		RCC II
	_	the Assessment	P100.00(per		Admin. Aide IV,
	form.	•	business		Clerk I
			classification)		
		se client to proceed	*Building Code		
	to BP	LO,	– P75.00		
			*Fire Clearance-		
			P75.00		
			*Real Property		
			Tax Clearance-		DED C+++tt
			P75.00		BFP Staff



BPLO the duly- signed Mayor's Permit with the	Prepare & release the Mayor's Permit duly	None	1 Day	Licensing Officer
3.Receive from BPLO the duly-	Check if payments has been made	None	1 Day	Licensing Officer
		total fees paid.		
		BFP-15% of the		
		P50.00		
		Clearance fee-		
		*Barangay		
		P75.00		
		Clearance-		
		*Market		
		P75.00		
		Clearance-		
		*Zoning		
		P75.00		
		*Water Bill Clearance-		



Issuance of Mayor's Permit for Renewal of Business

Office or Division:	BPLO			
Classification:	Simple			
Type of Transaction:	G2B			
Who may Avail:	Any person who is a cit	tizen of the Philippines and partnership corporation		
	duly organized & regist	tered under the existing laws of the Philippines.		
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE		
Unified/application form	(Original copy)	BPLO		
DTI/CDA/SEC Certification	n (Photocopy if	DTI/SEC/CDA		
certificate is expired)				
Barangay Clearance		Barangay Hall (where business is located)		
POLICE Clearance (Original copy)		PNP		
Sanitary permit (Original copy)		СНО		
Sworn Statement of Income of the previous				
year (Notarized)				
Other national agencies b	pased upon the kind of	Other national agencies		
husiness				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for Unified Form to BPLO.	Review/check the documents submitted and issue Unified Form. Advice client to proceed to CTO	None	1 Hour	Licensing Officer I License Inspector I
2. Proceed to CTO for assessment & payments of CTC, fees & other taxes.	Assess Tax based on Sworn Statement of Income/receive payment & issue corresponding OR & CTC including FSIC. Sign the assessment form. Advise client to proceed to BPLO.	Business Tax based on Sworn Statement of Income: For the first P400,000.00(ann ual gross income) - 3% in excess of the P400,000.00 + 1.5%. Regulatory Fees: (CTO) *Calling Fee- P100.00(per employee)	1 Hour & 30 Minutes	LTOO III LRCO I RCC II Admin. Aide IV Clerk I
		*Garbage Fee- P100.00(per		BFP Staff



		business		
		classification)		
		*Building Code –		
		P75.00		
		*Fire Clearance-		
		P75.00		
		*Real Property		
		Tax Clearance-		
		P75.00		
		*Water Bill		
		Clearance-P75.00		
		*Zoning		
		Clearance-P75.00		
		*Market		
		Clearance-P75.00		
		* Barangay		
		Clearance fee-		
		P50.00		
		BFP-15% of the		
		total fees paid.		
3. Received from	Check if payments has			
BPLO the duly-	been made prepare &			
signed Mayor's	release the Mayor's	None	1 Day	Licensing Officer IV
Permit with the	permit duly signed by			
sticker	the City Mayor with			
(Renewal)	the sticker (Renewal)			
	TOTAL	New – P1010.00	1 Day 2 Hours	
		Renew - P750.00	& 30 minutes	
	E	nd of transaction		



Issuance of Mayor's Permit for Motorcab Operator (New/Renewal)

Office or Division:	BPLO		
Classification:	Simple		
Type of Transaction:	G2B		
Who may Avail:	Any person who is a citizen of the Philippines.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Application Form for Franchise (NEW)		SP OFFICE	
Approved Franchise (RENEWAL)		SP OFFICE	
Police Clearance		PNP	
Sanitary Permit		СНО	
Parking Fee		PMSD	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form and requirements to BPLO.	Review/check the documents submitted advices client to proceed to CTO	None	1 Hour	Admin. Aide II Admin. Aide I
2.Proceed to CTO for assessment & payments of CTC, fees & other taxes.	Assess/receive payment & issue corresponding OR & CTC including FSIC. Advise client to proceed to BPLO.	Business Tax: P400.00 Supervision & Regulation Fee P50.00 Mayor's Permit P150.00 Motorcab Plate P 360.00 (New) Motorcab Stickers P 100.00 (Renew) Barangay Clearance Fee-50.00	1 Hour & 30 Minutes	LTOO III LRCO I RCC II Admin. Aide IV Clerk I BFP Staff
3.Received from the BPLO the duly-signed Mayors permit with Motorcab Plate Number (New), sticker (Renewal)	Check if payments has been made prepare & release the Mayor's Permit duly signed the City Mayor with the Motorcab Plate (New) & Sticker (Renewal)	BFP – P500.00 None	1 Day	Licensing Officer IV
	TOTAL	New - P1010.00 Renew - P750.00	1 Day, 2 Hours & 30 minutes	
	<u>l</u>	End of transaction	2. 22	



Issuance of Mayor's Permit for Fishing Operator (New/Renewal) & Registration of Motorized & Non-motorized boat (New/Renewal)

Office or Division:	BPLO		
Classification:	Simple		
Type of Transaction:	G2B		
Who may Avail:	Any person who is a citizen of the Philippines.		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
Police Clearance		PNP	
Sanitary Permit		СНО	
Bantay Dagat		Bantay Dagat	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	Review/check the		4	
application form	documents submitted,	None	1 Hour	Admin. Aide II
and requirements	advices client to			Adimn. Aide I
to BPLO.	proceed to CTO			
2. Proceed to	Assess/receive	Mayor's Permit		
CTO for	payment & issue	fee		LTOO III
assessment &	corresponding OR &	New: P75.00	1 Hour & 30	LRCO I
payments of CTC,	CTC. Advise client to	Renew: P75.00	Minutes	RCC II
fees & other	proceed to BPLO	Business Tax:		Admin. Aide IV
taxes.		P720.00		Clerk I
		Barangay		
		Clearance Fee-		
		P50.00		
3. Received the	Check if payments has			
duly-signed	been made, prepare &			
Mayor's Permit	release the Mayor's	None	1 Day	Licensing Officer
duly signed by	Permit duly signed the			IV
the mayor.	City Mayor.			
	TOTAL	New - P75.00	1 Day 2Hours	
		Renew - P795.00	& 30 minutes	
	End	of transaction		



Issuance of Pedicab Driver's License

Office or Division:	BPLO		
Classification:	Simple		
Type of Transaction:	G2B		
Who may Avail:	Any person who is a citizen of the Philippines.		
	REQUIREMENTS WHERE TO SECURE		
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE	
Police Clearance	EQUIREMENTS	PNP	
	EQUIREMENTS		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	Review/check the			
application form	documents	None	1 Hour	Admin. Aide II
and requirements	submitted. Advice			Admin. Aide I
to BPLO.	client to proceed to			
	СТО			
2. Proceed to CTO	Assess/receive	Driver's I.D.	1 Hour & 30	LTOO III
for assessment &	payment & issue	P70.00	Minutes	LRCO I
payments of CTC,	corresponding OR &			RCC II
fees & other taxes.	CTC.	Barangay		Admin. Aide IV
	Advise client to	Clearance Fee-		Clerk I
	proceed to BPLO	P50.00		
3. Received from	Check if payments			
BPLO the Pedicab	has been made	None	1 Day	Licensing Officer IV
Driver's License	prepare & release			
duly signed by the	Pedicab ID (License)			
mayor.				
	TOTAL	P120.00	1 Day 2 Hours	
			& 30 minutes	
	Er	nd of transaction		



Issuance of Permit for Pedicab Operator

Office or Division:	BPLO		
Classification:	Simple		
Type of Transaction:	G2B		
Who may Avail:	Any person who is citizen of the Philippines.		
CHECKLIST OF R	WHERE TO SECURE		
1. Police Clearance		PNP	
2. Sanitary Permit		СНО	
3. Traffic Seminar		PNP (Traffic Management Division)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form and requirements to BPLO.	Review/check the documents submitted. Advice client to proceed to CTO	None	1 Hour	Admin. Aide II Admin. Aide I
2. Proceed to CTO for assessment & payments of CTC, fees & other taxes.	Assess/receive payment & issue corresponding OR & CTC. Advise client to proceed to BPLO	Business Tax: P250.00 Mayor's Permit: P50.00 Pedicab Plate New: P110.00 Renew: P20.00 Barangay Clearance Fee- P50.00	1 Hour & 30 Minutes	LTOO III LRCO I, RCC II, Admin. Aide IV Clerk I
3.Received from BPLO the duly signed Mayor's permit with plate (New), sticker (Renewal).	Check if payments has been made prepare & release Pedicab Plate (New) & sticker (Renewal).	None	1 Day	Licensing Officer IV
	TOTAL	New - P460.00 Renew - P370.00	1 Day 2 Hours & 30minutes	
End of transaction				