



# **Business Permit and Licensing Office**



## Issuance of Mayor's Permit for New Business

<b>Office or Division:</b>	BPLO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B			
<b>Who may Avail:</b>	Any person who is a citizen of the Philippines and partnership or corporation duly organized & registered under the existing laws of the Philippines.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Unified/Application Form (Original copy)		BPLO		
DTI/SEC/CDA certificate (photocopy)		DTI/SEC/CDA		
Barangay Clearance		Barangay Hall (where business is located)		
Police Clearance (Original copy)		PNP		
Sanitary Permit (Original copy)		CHO		
Locational Clearance (Original copy)		CPDCO		
Other national agencies based upon the kind of business		Other national agencies		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements for Unified Form to BPLO.	Review/check the requirements submitted and issue the Unified Form. Advise 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 Capitalization/receive payment & issue Corresponding OR & CTC Including FSIC.  Sign the Assessment form.  Advise client to proceed to BPLO,	<b>Regulatory Fees: (CTO)</b> *Calling Fee- P100.00(per employee) *Garbage Fee- P100.00(per business classification) *Building Code – P75.00 *Fire Clearance- P75.00 *Real Property Tax Clearance- P75.00	1 Hour & 30 Minutes	LTOO III LRCO I RCC II Admin. Aide IV, Clerk I  BFP Staff



		*Water Bill Clearance- P75.00 *Zoning Clearance- P75.00 *Market Clearance- P75.00 *Barangay Clearance fee- P50.00 <b>BFP-15%</b> of the total fees paid.		
3.Receive from BPLO the duly-signed Mayor's Permit with the sticker. (Renewal) Business plate (New)	Check if payments has been made Prepare & release the Mayor's Permit duly signed by the City Mayor with the business Plate (New)	None	1 Day	Licensing Officer IV
	<b>Total</b>	<b>None</b>	<b>1 Day,2 Hours &amp; 30 minutes</b>	
<b>End of Transaction</b>				



## Issuance of Mayor's Permit for Renewal of Business

<b>Office or Division:</b>	BPLO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B			
<b>Who may Avail:</b>	Any person who is a citizen of the Philippines and partnership corporation duly organized & registered under the existing laws of the Philippines.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Unified/application form (Original copy)		BPLO		
DTI/CDA/SEC Certification (Photocopy if certificate is expired)		DTI/SEC/CDA		
Barangay Clearance		Barangay Hall (where business is located)		
POLICE Clearance (Original copy)		PNP		
Sanitary permit (Original copy)		CHO		
Sworn Statement of Income of the previous year (Notarized)				
Other national agencies based upon the kind of business		Other national agencies		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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.	<b>Business Tax based on Sworn Statement of Income:</b> For the first <b>P400,000.00(annual gross income)</b> – <b>3%</b> in excess of the P400,000.00 + <b>1.5%</b> . <b>Regulatory Fees: (CTO)</b> *Calling Fee- P100.00(per employee) *Garbage Fee- P100.00(per	1 Hour & 30 Minutes	LTOO III LRCO I RCC II Admin. Aide IV Clerk I  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 <b>BFP-15% of the total fees paid.</b>		
3. Received from BPLO the duly-signed Mayor’s Permit with the sticker (Renewal)	Check if payments has been made prepare & release the Mayor’s permit duly signed by the City Mayor with the sticker (Renewal)	None	1 Day	Licensing Officer IV
	<b>TOTAL</b>	<b>New – P1010.00 Renew - P750.00</b>	<b>1 Day 2 Hours &amp; 30 minutes</b>	
<b>End of transaction</b>				



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

<b>Office or Division:</b>	BPLO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B			
<b>Who may Avail:</b>	Any person who is a citizen of the Philippines.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Application Form for Franchise (NEW)			SP OFFICE	
Approved Franchise (RENEWAL)			SP OFFICE	
Police Clearance			PNP	
Sanitary Permit			CHO	
Parking Fee			PMSD	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 <b>BFP – P500.00</b>	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)	None	1 Day	Licensing Officer IV
	<b>TOTAL</b>	<b>New – P1010.00 Renew - P750.00</b>	<b>1 Day, 2 Hours &amp; 30 minutes</b>	
<b>End of transaction</b>				



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

<b>Office or Division:</b>	BPLO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B			
<b>Who may Avail:</b>	Any person who is a citizen of the Philippines.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Police Clearance		PNP		
Sanitary Permit		CHO		
Bantay Dagat		Bantay Dagat		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application form and requirements to BPLO.	Review/check the documents submitted, advises client to proceed to CTO	None	1 Hour	Admin. Aide II Adimn. 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	Mayor's Permit fee New: P75.00 Renew: P75.00 Business Tax: P720.00 Barangay Clearance Fee- P50.00	1 Hour & 30 Minutes	LTOO III LRCO I RCC II Admin. Aide IV Clerk I
3. Received the duly-signed Mayor's Permit duly signed by the mayor.	Check if payments has been made, prepare & release the Mayor's Permit duly signed the City Mayor.	None	1 Day	Licensing Officer IV
	<b>TOTAL</b>	<b>New - P75.00 Renew - P795.00</b>	<b>1 Day 2Hours &amp; 30 minutes</b>	
<b>End of transaction</b>				



## Issuance of Pedicab Driver's License

<b>Office or Division:</b>	BPLO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B			
<b>Who may Avail:</b>	Any person who is a citizen of the Philippines.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Police Clearance			PNP	
Sanitary Permit			CHO	
Traffic Seminar			PNP (Traffic Management Division)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application form and requirements to BPLO.	Review/check the documents submitted. Advise 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	Driver's I.D. P70.00  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 Pedicab Driver's License duly signed by the mayor.	Check if payments has been made prepare & release Pedicab ID (License)	None	1 Day	Licensing Officer IV
	<b>TOTAL</b>	<b>P120.00</b>	<b>1 Day 2 Hours &amp; 30 minutes</b>	
<b>End of transaction</b>				





## Issuance of Permit for Pedicab Operator

<b>Office or Division:</b>	BPLO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B			
<b>Who may Avail:</b>	Any person who is citizen of the Philippines.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Police Clearance			PNP	
2. Sanitary Permit			CHO	
3. Traffic Seminar			PNP (Traffic Management Division)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application form and requirements to BPLO.	Review/check the documents submitted. Advise 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
	<b>TOTAL</b>	<b>New - P460.00 Renew - P370.00</b>	<b>1 Day 2 Hours &amp; 30minutes</b>	
<b>End of transaction</b>				