



Business Permit and Licensing Office



Issuance of Mayor's Permit for New Business

Office or Division:	BPLO			
Classification:	Simple			
Type of Transaction:	G2B			
Who may Avail:	Any person who is a citizen of the Philippines and partnership or corporation duly organized & registered under the existing laws of the Philippines.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unified/Application Form		BPLO		
2. DTI/SEC/CDA certificate		DTI/SEC/CDA		
3. Police Clearance		PNP		
4. Sanitary Permit		CHO		
5. Locational Clearance		CPDCO		
6. Other national agencies based upon the kind of business		Other national agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for Unified Form	Review/check the requirements submitted and issue the Unified Form. Advise client to proceed to CTO	None	3 minutes	License Inspector II License Inspector I
2. Proceed to CTO for assessment & payments of CTC, fees & other taxes	Assess/receive payment & issue Corresponding OR & CTC Including FSIC. Sign the Assessment form. Advise client to proceed to BPLO,	To be determined by CTO/business tax Division & BFP	6 minutes	LTOO III LRCO I, RCC II, Admin. Aide IV, Clerk/ BFP Staff I
3. Receive 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	3 minutes	Licensing Officer IV
Total		None	12 minutes	
End of Transaction				



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 citizen of the Philippines and partnership corporation duly organized & registered under the existing laws of the Philippines.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Unified/application form		BPLO		
DTI/CDA certification		DTI/SEC/CDA		
POLICE Clearance		PNP		
Sanitary permit		CHO		
Other national agencies based upon the kind of business		Other national agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for Unified Form.	Review/check the documents submitted and issue Unified Form. Advise client to proceed to CTO	None	2 minutes	License Inspector II License Inspector I
2. Proceed to CTO for assessment & payments of CTC, fees & other taxes.	Assess/receive payment & issue corresponding OR & CTC including FSIC. Sign the assessment form. Advise client to proceed to BPLO.	To be determined by CTO/Business Tax Division & BFP.	6 minutes	LTOO III LRCO I RCC II Admin. Aide IV Clerk I BFP Staff
3. Received 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	3 minutes	Licensing Officer IV
	TOTAL		11 minutes	
End 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	
1. Application Form for Franchise (NEW)			SP OFFICE	
2. Approved Franchise (RENEWAL)			SP OFFICE	
3. Police Clearance			PNP	
4. Sanitary Permit			CHO	
5. Parking Fee			PMSD	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up the application form & submit requirements.	Review/check the documents submitted advises client to proceed to CTO	None	2 minutes	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.	CTO: Business Tax-400 php Mayor's Permit 150 php Supervision & bRegulation Fee 50 php Plate(new) 90 php Sticker 30 php Clearance 150 php BFP-FSIF- 500 php	6 minutes	LTOO III LRCO I RCC II Admin. Aide IV Clerk I
3. Received the duly signed Mayors permit with Motorcab Plate (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	3 minutes	Licensing Officer IV
	TOTAL	None	11 minutes	
End of transaction				



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 REQUIREMENTS		WHERE TO SECURE		
1. Police Clearance		PNP		
2. Sanitary Permit		CHO		
3. Bantay Dagat		Bantay Dagat		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up the application form & submit requirements.	Review/check the documents submitted, advises client to proceed to CTO	None	2 minutes	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	Mayor's Permit fee New: P75.00 Renew: P75.00 Business Tax: P720.00	6 minutes	LTOO III LRCO I RCC II Admin. Aide IV Clerk I
3. Received the 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	3 minutes	Licensing Officer IV
TOTAL		None	11 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.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Police Clearance			PNP	
2. Sanitary Permit			CHO	
3. Traffic Seminar			PNP (Traffic Management Division)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up the application form & submit requirement	Review/check the documents submitted. Advise client to proceed to CTO	None	2 minutes	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	6 minutes	LTOO III LRCO I RCC II Admin. Aide IV Clerk I
3. Received the Pedicab Driver's License duly signed by the mayor.	Check if payments has been made prepare & release Pedicab ID (License)	None	3 minutes	Licensing Officer IV
	TOTAL	None	11 minutes	
End 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 REQUIREMENTS			WHERE TO SECURE	
1. Police Clearance			PNP	
2. Sanitary Permit			CHO	
3. Traffic Seminar			PNP (Traffic Management Division)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up the application form & submit requirements.	Review/check the documents submitted. Advise client to proceed to CTO	None	2 minutes	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: 250 php Mayor's Permit: 50 php Pedicab Plate New: 110 php Renew: 20 php	6 minutes	LTOO III LRCO I, RCC II, Admin. Aide IV Clerk I
3. Received 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	3 minutes	Licensing Officer IV
	TOTAL	None	11 minutes	
End of transaction				