

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 orga			nized & registered under the existing laws of the			
		Philippines.				
		QUIREMENTS	WHERE TO SECURE			
1. Unified/Applicat	ion For	rm	BPLO			
2. DTI/SEC/CDA cer	tificate	9	DTI/SEC/CDA			
3. Police Clearance			PNP			
4. Sanitary Permit			СНО			
5. Locational Cleara	ance		CPDCO			
6. Other national ag	gencie	s based upon the kind				
of business			Other national	agencies		
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE	PROCESSING	PERSON	
CLILINI SILI S	, , , , , , , , , , , , , , , , , , ,	AGENCI ACTIONS	PAID	TIME	RESPONSIBLE	
1. Submit	Revie	w/check the				
requirements for		rements submitted	None	3 minutes		
Unified Form	and is	ssue the Unified			License Inspector II	
		. Advise client to			License Inspector I	
	•	eed to CTO				
2. Proceed to CTO		ss/receive payment &				
for assessment &		Corresponding OR &	To be		LTOO III	
payments of CTC,	CTC		determined		LRCO I,	
fees & other		ding FSIC.	by	6 minutes	RCC II,	
taxes	_	the Assessment form.	CTO/business		Admin. Aide IV,	
		e client to proceed to	tax Division &		Clerk/ BFP Staff I	
	BPLO		BFP			
3.Receive the duly		k if payments has				
signed		made				
Mayor's Permit	-	are & release the	None	3 minutes		
with the sticker.	Mayor's Permit duly signed				Licensing Officer IV	
(Renewal)Busines by the City Mayor with the						
s plate (New)	busin	ess Plate (New)				
		Total	None	12 minutes		
		End of	Transaction			



Issuance of Mayor's Permit for Renewal of Business

Office or Division:	1	BPLO					
Classification:		Simple					
Type of Transaction: G2B							
			citizen of the Philippines and partnership corporation				
		duly organized & regi	stered under the existing laws of the Philippines.				
CHECKLIS	T OF RE	QUIREMENTS		WHERE TO SECURE			
Unified/applicatio	n form		BPLO				
DTI/CDA certificat	ion		DTI/SEC/CDA				
POLICE Clearance			PNP				
Sanitary permit			СНО				
Other national age	encies b	ased upon the kind of	Other national	agencies			
business							
CLIENT STEPS	_	GENCY ACTIONS	FEES TO BE	PROCESSING	PERSON		
CLILINI SILFS	PAID		PAID	TIME	RESPONSIBLE		
1. Submit		w/check the					
requirements for		nents submitted and	None	2 minutes	License Inspector II		
Unified Form.	issue l	Jnified Form. Advice			License Inspector I		
		to proceed to CTO			Electise mapeetor i		
2. Proceed to		s/receive payment &					
CTO for		corresponding OR &	To be		LTOO III		
assessment &		cluding FSIC. Sign	determined by	6 minutes	LRCO I		
payments of		sessment form.	CTO/Business	o minates	RCC II		
CTC, fees &		client to proceed to	Tax Division &		Admin. Aide IV		
other taxes.	BPLO.		BFP.		Clerk I BFP Staff		
3. Received the		if payments has					
duly signed		made prepare &					
Mayor's Permit		e the mayor's permit					
with the sticker	duly signed by the City		None	3 minutes	Licensing Officer IV		
		r with the sticker			0		
	(Rene	•					
		TOTAL		11 minutes			
	End of transaction						



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

Office or Division:	BPLO				
Classification:	Simple	Simple			
Type of Transaction:	G2B				
Who may Avail:	Any person who is a citizen of the Philippines.				
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
1. Application Form for Franchise (NEW)		SP OFFICE			
2. Approved Franchise (RENEWAL)		SP OFFICE			
3. Police Clearance		PNP			
4. Sanitary Permit		СНО			
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 advices 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				
	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:		_					
Type of Transaction: G2B							
Who may Avail:		Any person who is a	a cit	izen of the Phili			
CHECKLIST OF REQUIREMENTS					WHERE TO SE	CURE	
1. Police Clearance				PNP			
2. Sanitary Permit				СНО			
3. Bantay Dagat	1		1	Bantay Dagat	T	ı	
CLIENT STEPS	A	GENCY ACTIONS	FE	ES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Fills up the application form & submit requirements. Proceed to CTO 	docui advic proce Asses	ew/check the ments submitted, es client to eed to CTO ss/receive payment	None t Mayor's Permit		2 minutes	Admin. Aide II Admin. Aide I LTOO III	
for assessment & payments of CTC, fees & other taxes.	& issue corresponding OR & CTC. Advise client to proceed to BPLO		R	fee New: P75.00 enew: P75.00 Business Tax: P720.00	6 minutes	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					
		Simple					
	•						
Type of Transaction: G2B							
Who may Avail:			s a cit	s a citizen of the Philippines.			
	JF RE	QUIREMENTS			WHERE TO SE	CURE	
1. Police Clearance				PNP			
2. Sanitary Permit				СНО			
3. Traffic Seminar				PNP (Traffic M	anagement Divi	sion)	
CLIENT STEPS	S AGENCY ACTIONS FE		FEE	S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Fills up the application form & submit requirement	doc sub	view/check the cuments omitted. Advice nt to proceed to		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.	has pre	eck if payments been made pare & release licab 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	BPLO					
Classification:	Simple	Simple					
Type of Transaction:	G2B	G2B					
Who may Avail:	Any person who is c	Any person who is citizen of the Philippines.					
CHECKLIST OF		WHERE TO SECURE					
1. Police Clearance	PNP	PNP					
2. Sanitary Permit	СНО	СНО					
3. Traffic Seminar	PNP (Traffic Management Division)			sion)			
PROCESSING PERSON							

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Fills up the	Review/check the		111112	NEST STATISEE		
application form	documents submitted.			Admin. Aide II		
& submit	Advice client to	None	2 minutes	Admin. Aide I		
requirements.	proceed to CTO					
2. Proceed to CTO	Assess/receive	Business Tax: 250				
for assessment &	payment & issue	php		LTOO III		
payments of CTC,	corresponding OR &	Mayor's Permit:		LRCO I,		
fees & other	CTC.	50 php	6 minutes	RCC II,		
taxes.	Advise client to	Pedicab Plate		Admin. Aide IV		
	proceed to BPLO	New: 110 php		Clerk I		
		Renew: 20 php				
3.Received the	Check if payments has					
duly signed	been made prepare &					
Mayor's permit	release Pedicab Plate	None	3 minutes			
with plate (New),	(New) & sticker	None	5 illillutes	Licensing Officer IV		
sticker (Renewal)	(Renewal)			Licensing Officer IV		
	TOTAL	None	11 minutes			
End of transaction						