

NEW BUSINESS APPLICATION

PRE-REGISTRATION

Requirements:

1. DTI/SEC/CDA
2. Lease contract / agreement

POST REGISTRATION

STEP	PROCEDURE	REQUIREMENTS	ASSIGNED DEPARTMENT	FEES & CHARGES	DURATION
1	Application filling and verification	All documents from Pre-Registration plus the Filled up unified form The following shall be processed and released along with the Business Permit. 1. Barangay Clearance/Permit 2. Occupancy Permit 3. Cedula 4. Environmental Clearance 5. Sanitary Permit 6. Zoning Clearance	*BPLO *CENRO *HEALTH OFFICER *CPDO *ASSESSOR *ENGINEERING *CTO *ABC for Brgy. Clearance	Please see New Revenue Code for the amount in the screen	1 hour at most
2	Assessment of fees and charges	All documents from Step 1; Fire Safety Infection Certificate	*BPLO *ENGINEERING *BFP	Please see New Revenue Code for the amount in the screen	1 hour
3	Payment and Claiming of Business /Mayor's Permit	All documents from Step 1 & 2 with Xerox copies	*BPLO *CTO *BFP		1 hour at most

Requirements	Office in Charge	Duties (frontline)
Regulatory requirements by concerned government agencies and LGU related offices	Jointly by LGU JIT and concerned government agencies Inspection team including BFP	1. Inspection and checking of compliance 2. JIT should submit reports to BPLO for those businesses complying and not complying with the required documents 3. Non-compliance businesses/establishments will be included in the negative list and subject for revocation or not renewing the business permit

RENEWAL BUSINESS APPLICATION

PRE-REGISTRATION

Requirements:

1. Income Tax Return (ITR)

POST REGISTRATION

STEP	PROCEDURE	REQUIREMENTS	ASSIGNED DEPARTMENT	FEES & CHARGES	DURATION
1	Application filling and verification	All documents from Pre-Registration plus the Filled up unified form The following shall be processed and released along with the Business Permit. <ol style="list-style-type: none"> 1. Barangay Clearance/Permit 2. Occupancy Permit 3. Cedula 4. Environmental Clearance 5. Sanitary Permit 6. Zoning Clearance 	<ul style="list-style-type: none"> *BPLO *CENRO *HEALTH OFFICER *CPDO *ASSESSOR *ENGINEERING *CTO *ABC for Brgy. Clearance 	Please see New Revenue Code for the amount in the screen	5 – 30 minutes
2	Assessment of fees and charges	All documents from Step 1; Engineering Clearance Fire Safety Infection Certificate	<ul style="list-style-type: none"> *BPLO *ENGINEERING *BFP 	Please see New Revenue Code for the amount in the screen	1-2 hour
3	Payment and Claiming of Business /Mayor's Permit	All documents from Step 1 & 2 with Xerox copies	<ul style="list-style-type: none"> *BPLO *CTO *BFP 		1 hour

Requirements	Office in Charge	Duties (frontline)
Regulatory requirements by concerned government agencies and LGU related offices	Jointly by LGU JIT and concerned government agencies Inspection team including BFP	<ol style="list-style-type: none"> 1. Inspection and checking of compliance 2. JIT should submit reports to BPLO for those businesses complying and not complying with the required documents 3. Non-compliance businesses/establishments will be included in the negative list and subject for revocation or not renewing the business permit

ISSUANCE OF SPECIAL MAYOR'S PERMIT

STEP 1 Request for Special Permit

Office in Charge: BPLO Personnel and Mayor's Office

Procedure:

FORMS FOR SPECIAL PERMITS: (Tarpaulin, Motorcade, Bazaar, Seasonal Candle store, Fireworks)

1. Shall write a request letter to the City Mayor for approval
2. Shall approve the letter of request and endorse the same to the BPLO.
3. Shall receive the endorsed letter and assist the applicant with application form.
4. Shall fill-out the Application for Special Permit form and submit the same to the BPLO personnel.

Forms: Application for Special Permit Form, Approved Request Letter

Processing Time: 5 to 10 minutes

STEP 2 Assessment

Office in Charge: BPLO personnel

Procedure:

1. Shall check the completeness of information in the application form, then assess and evaluate taxes, fees and other charges for payment.

Forms: Application for Special Permit Form, and Tax Order of Payment

Processing Time: 5 to 10 minutes

STEP 3 Receiving of Payment

Office in Charge: CTO

Procedure:

1. Shall receive payment of taxes, fees and charges from applicants and shall issue corresponding receipts in accordance with Billing and Collection Control Procedure.

Forms: Official Receipt

Processing Time:5 to 10 minutes

STEP 4 Preparation, Approval & Releasing of Special Permit

Office in Charge: BPLO Personnel, BPLO Chief

Procedure:

1. Shall check completeness of all requirements and prepare the Special Permit.
2. Shall approve the Special Permit.
3. Shall release the Special Permit to the applicant.

Forms: Special Permit, TOP, O.R. & Approved Special Permit

Processing Time: 5 to 10 minutes

FOR RETIREMENT

Requirements:

1. Barangay Clearance of closure of Business
2. Letter of request for closure address to BPLO Head Mr. Rene C. Manabat
3. Business Permit and Business plate

STEP 1 Application filling and verification

Procedure:

1. Fill-out the unified form

Processing Time: 5 to 10 minutes

STEP 2 Assessment of fees and charges

Procedure:

1. All documents in step 1
2. Notarized retirement form
3. Approval of gross income

Processing Time: 5 to 10 minutes

STEP 3 Payment of retirement fees and charges

Procedure:

1. All documents in step 1
2. Notarized filled up application form

Processing Time:5 to 10 minutes

STEP 4 Release of Certificate of Retirement

Procedure:

1. Surrender of business permit, business plate and all documents from step 1 and 2

Processing Time: 5 to 10 minutes