



## 1. NEW BUSINESS APPLICATION

Provide assistance to new business owners to apply for business permit

<b>Office or Division:</b>	Business Permit and Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons engaged in business or undertaking in the City of Biñan or their authorized representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Form For Business Permit		Business Permit and Licensing Office		
Occupancy Permit (If Applicable)		City Engineering Office		
DTI Business Name Registration for Sole Proprietor SEC Registration for Corporation CDA Registration		Department of Trade and Industry Securities and Exchange Commission Cooperative Development Authority		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>STEP 1</b>  1.1 Shall submit the requirements and accomplish the Application Form for Business Permit.	1.1 Shall verify, approve, and encode business application.  1.2 Issue Tax Order of Payment	None	50 Minutes	BPLO Personnel & Department Head  BPLO Personnel
<b>STEP 2</b>  2.1 Shall pay for the amount indicated in the Tax Order of Payment and Community Tax Certificate for the business	2.1 Shall receive payment of taxes, fees and charges and issue corresponding official receipts	Based on the Revised Revenue Code (2016) City of Biñan	50 Minutes	CTO Personnel
<b>STEP 3</b>  3.1. Shall provide photocopies of clearances, sign the Business Permit Releasing Logbook, and receive Business Permit	3.1 Shall prepare and print the clearances of concerned departments  3.2 Shall approve, print, and release Business Permit	None	50 Minutes	ABC, BFP, CENRO, CHO, CPDO, CEO, BCHATO, CVO Personnel  BPLO Personnel & Department Head
<b>END OF TRANSACTION</b>				



## 2. RENEWAL OF BUSINESS APPLICATION

Provide assistance to new business owners to apply for business permit

<b>Office or Division:</b>	Business Permit and Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons engaged in business or undertaking in the City of Biñan or their authorized representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Form for Business Permit		Business Permit and Licensing Office		
Income Tax Return or Any Basis for the Computation of Gross Sales		Bureau of Internal Revenue		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>STEP 1</b>  1.1 Shall submit the requirements and accomplish the Application Form for Business Permit.	1.1 Shall verify, approve, and encode business application.  1.2 Issue Tax Order of Payment	None	30 Minutes	BPLO Personnel & Department Head  BPLO Personnel
<b>STEP 2</b>  2.1 Shall pay for the amount indicated in the Tax Order of Payment and Community Tax Certificate for the business	2.1 Shall receive payment of taxes, fees and charges and issue corresponding official receipts	Based on the Revised Revenue Code (2016) City of Biñan	50 Minutes	CTO Personnel
<b>STEP 3</b>  3.1. Shall sign the Business Permit Releasing Logbook, and receive Business Permit	3.1 Shall prepare and print the clearances of concerned departments  3.2 Shall approve, print, and release Business Permit	None	50 Minutes	ABC, BFP, CENRO, CHO, CPDO, CEO, BCHATO, CVO Personnel  BPLO Personnel & Department Head
<b>END OF TRANSACTION</b>				



### 3. CLOSURE OF BUSINESS

Provide assistance to businesses who will terminate their businesses permanently

<b>Office or Division:</b>	Business Permit and Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons engaged in business or undertaking in the City of Biñan or their authorized representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Form for Business Retirement		Business Permit and Licensing Office		
Request Letter for Closure		Applicant/ Company		
Barangay Clearance for Closure		Barangay Hall		
Income Tax Return or any basis for the computation of Gross Sales		Bureau of Internal Revenue		
Inspection Report		City Treasurer's Office		
Latest Business Permit		Applicant/ Company		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>STEP 1</b>  1.1 Shall submit the requirements and accomplish Application Form for Business Retirement	1.1 Shall receive and check completeness of requirements and application form  1.2 Shall approve application and issue Tax Order of Payment	None	30 Minutes	BPLO Personnel  BPLO Personnel & Department Head
<b>STEP 2</b>  2.1 Shall pay for the amount indicated in the Tax Order of Payment	2.1 Shall receive payment of taxes, fees and charges and issue corresponding official receipts	Based on the Revised Revenue Code (2016) City of Biñan	30 Minutes	CTO Personnel
<b>STEP 3</b>  3.1. Shall sign the Certificate of Retirement Releasing Logbook, and receive Certificate of Retirement	3.1 Shall approve, print, and release Certificate of Retirement	None	30 Minutes	BPLO Personnel & Department Head
<b>END OF TRANSACTION</b>				



#### 4. SPECIAL PERMIT

Provide assistance for application of Special Permit for bazaars, tarpaulins, contractors, and events

<b>Office or Division:</b>	Business Permit and Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons engaged in business or undertaking in the City of Biñan or their authorized representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Special Permit Application Form		Business Permit and Licensing Office		
Request Letter (addressed to the City Mayor, endorsed to BPLO)		Company		
Barangay Clearance (for tarpaulin)		Barangay Hall		
SEC Registration (for contractor)		Securities and Exchange Commission		
Notice to Proceed (for contractor)		Project Developer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>STEP 1</b>  1.1 Shall submit the requirements and accomplish the Special Permit Application Form	1.1 Shall receive and check completeness of requirements and application form  1.2 Shall issue Special Permit Tax Order of Payment	None	30 Minutes	BPLO Personnel & Department Head  BPLO Personnel
<b>STEP 2</b>  2.1 Shall pay for the amount indicated in the Special Permit Tax Order of Payment	2.1 Shall receive payment of taxes, fees and charges and issue corresponding official receipts	Based on the Revised Revenue Code (2016) City of Biñan	30 Minutes	CTO Personnel
<b>STEP 3</b>  3.1. Shall provide photocopies of requirements, sign the Special Permit Releasing Logbook, and receive Special Permit	3.1 Shall approve, print, and release Special Permit	None	30 Minutes	BPLO Personnel & Department Head
<b>END OF TRANSACTION</b>				



## 5. CERTIFICATE OF NO RECORD

Provide assistance to the public who need to get Certificate of No Record

<b>Office or Division:</b>	Business Permit and Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons engaged in business or undertaking in the City of Biñan or their authorized representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of Residency/ Certificate of Indigency		Barangay Hall		
Photocopy of valid I.D		Applicant/ Company		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>STEP 1</b> 1.1 Shall submit the requirements	1.1 Shall receive the requirements, and check for existing business and/or delinquency	None	30 Minutes	BPLO Personnel
<b>STEP 2</b> 2.1 Shall pay certification fee	2.1 Shall receive payment of taxes, fees and charges and issue corresponding official receipts	P 100.00 Note: No fees/charges will be imposed for medical purposes, if the applicant belongs to indigent family, or if the request came from another Government Agency.	30 Minutes	CTO Personnel
<b>STEP 3</b> 3.1. Shall sign the Certificate of No Record Releasing Logbook, and receive Certificate of No Record	3.1 Shall approve, print, and release Certification of No Record	None	30 Minutes	BPLO Personnel & Department Head
<b>END OF TRANSACTION</b>				



## 6. PERMIT UPDATE

Provide assistance to the business establishments who have amendments in their business name/ address/ owner

<b>Office or Division:</b>	Business Permit and Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons engaged in business or undertaking in the City of Biñan or their authorized representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Certificate of Closure (for change address)		Barangay Hall		
Certificate of Occupancy for new address		Lessor of Commercial Establishment		
Amended DTI/SEC/CDA (For change of business name/ Owner's name)		Department of Trade and Industry Securities and Exchange Commission Cooperative Development Authority		
Deed of Sale/ Affidavit of Transfer		Applicant/ Company		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>STEP 1</b>  1.1 Shall submit the requirements	1.1 Shall verify the documents and update the information in BPLS  1.2 Shall issue Tax Order of Payment	None	30 Minutes	BPLO Personnel
<b>STEP 2</b>  2.1 Shall pay permit update fee	2.1 Shall receive payment of taxes, fees and charges and issue corresponding official receipts	P 200.00 Change Name  P 200.00 Change address  P 750.00 Change Ownership	30 Minutes	CTO Personnel
<b>STEP 3</b>  3.1. Shall provide photocopies of requirement and receive updated Business Permit	3.1 Shall approve, print, and release update Business Permit	None	30 Minutes	BPLO Personnel & Department Head
<b>END OF TRANSACTION</b>				



### 7. HANDLING COMPLAINTS/INSPECTION/ENFORCEMENT OF PENALTY TO VIOLATOR

Provide services for complaints, inspection of business establishments, and enforcement of penalties to violators

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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons engaged in business or undertaking in the City of Biñan or their authorized representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Customer Complaint Form		Business Permit and Licensing Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>STEP 1</b>  1.1 Shall submit filled out Customer Complaint Form	1.1 Shall determine violator and schedule inspection of business establishment based on the risk assessment	None	30 Minutes	BPLO Personnel
<b>END OF TRANSACTION</b>				