



Business Permits and Licensing Office

External Services





1. Application for a New Business Permit

Issuance of New Business Permit to eligible Business Owner or Business Entity.

Office or Division:	Business Permits and Licensing Office	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business Entity	
Who may avail:	Business Owner or Business Entity	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Pre-printed Filled out Application Form for Business Permit (NEW) (3 Copies)	Business Permits and Licensing Office	
2. DTI / SEC Registration (1 Original Copy)	Department of Trade and Industry / Security and Exchange Commission	
3. Barangay Tax Order of Payment (1 Original Copy)	Barangay Hall where the business is located.	
4. Contract of Lease (if rented) (1 Original Copy)	Lessor of Building	
5. Real Property Tax Official Receipt (1 Original Copy)	City Treasurer's Office	
6. Sketch of Business Location (1 Original Copy)	Business Owner / Business Entity	
7. Clearances (1 Original Copy)	BPLO, Office of the Building Official, Office of the Zoning Administrator, Sanitation Office, CENRO, BFP	
8. Unified Clearance (1 Original Copy)	Business Permits and Licensing Office	
9. Tax Order of Payment (TOP) (3 Copies)	Business Permits and Licensing Office	
10. Community Tax Certificate (1 Original Copy)	City Treasurer's Office	
11. Official Receipt (1 Original Copy)	City Treasurer's Office	
12. Fire Security Inspection Certificate (1 Original Copy)	Bureau of Fire Protection	
Other Requirements depending on the Nature of Business:		
<u>Hotels/Inn Tourist Accommodation, Travel Agency, Resort, Restaurant :</u> 1. Department of Tourism Accreditation (1 Original Copy/1 Electronic Copy)	Department of Tourism	
<u>Dealer of Rice:</u> 2. National Food Authority License- (1 Original Copy/1 Electronic Copy)	National Food Authority	
<u>Off-Track Betting:</u> 3. Off-Track Betting Certificate	National Gaming Control Board – National Accreditation	



(1 Original Copy/1 Electronic Copy)				
<u>Drugstore/Bakery/Food Supplement:</u> 4. Food and Drug Administration License (1 Original Copy/1 Electronic Copy)		Food and Drug Administration		
<u>Contractor:</u> 5. Contractor's License General Specialty and Engineering Contractor License (1 Original Copy/1 Electronic Copy)		Philippine Contractors Accreditation Board		
<u>Casino and Gaming:</u> 6. Casino and Other Gaming Certificate (1 Original Copy/1 Electronic Copy)		Philippine Amusement and Gaming Corporation – National Accreditation		
<u>Banking Institution, Money Changer, Money Remittance and Pawnshop:</u> 7. Central Bank License Certificate (1 Original Copy/1 Electronic Copy)		Bangko Sentral ng Pilipinas		
<u>Educational Institution</u> 8. Educational Institution Certificate (1 Original Copy/1 Electronic Copy)		Department of Education		
<u>Close-Circuit Television (CCTV):</u> 9. CCTV Certificate (1 Original Copy/1 Electronic Copy)		Legitimate CCTV Provider		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the Application Form for Business Permit and the attached Unified Clearance and submit together with the required attachments to BPLO, accommodate the inspection of the application by the Joint Inspection Team, and Attend Interview for Capitalization.	1. Receive and Schedule Application for Inspection of Joint Inspection	None	5 minutes	Clerk BPLO
	1.2 Conduct actual inspection and sign Unified Clearance.	None	2 days upon receipt of the form and unified clearance	Joint Inspection Assessment Team
	1.3 Validate Application form.	None	5 minutes	Clerk BPLO
	1.4 Verify and assign business account number.	None	5 minutes	Clerk BPLO





	1.5 Approve Capital		8 minutes	<i>Fiscal Examiner</i> BPLO
	1.6 Assess taxes, fees and other charges using Business Permits Licensing System (BPLS) and Issue Tax Order of Payment (TOP).	None	5 minutes	<i>Assessment Clerk</i> BPLO
2. Pay Business Tax, Mayor's Permit Fee and Other Charges at City Treasury Office.	2. Receive Payment for Business Tax, Mayor's Permit Fee and Other Charges	A. Business Tax B. Mayor's Permit C. Other Fees (Based on Revenue Code) Fire Safety Inspection Fee (Php 500.00 or 15% of Mayor's Permit Fee and Regulatory Fees whichever is higher) CTC Fee (for Single: P30.00) (for Corporation: P500.00)	10 minutes	<i>Revenue Collection Clerk</i> – City Treasurer's Office Note: BFP Fees are to be paid at the BFP Station Located in Brgy. Pacita 1.





3. Submit the Application for New Business with complete Required Documents for Approval and Releasing and afterwards, receive the Business Permit.	3. Receive the submitted Application for Business Permit with complete Required Documents for Approval and Releasing.	None	3 minutes	<i>Data Controller</i> BPLO
	3.1 Check and validate the completeness of all required documents, and print business permit for signing of BPLO Head for approval of the City Mayor.	None	15 minutes	<i>Data Controller</i> BPLO
	3.2 Sign and Recommend the Approval of Business Permit (Digitized Signature of the City Mayor).	None	5 minutes	<i>Business Permits and Licensing Officer</i> BPLO
	3.3 Scan the Approved and Signed Business Permit for Filing.	None	5 minutes	<i>Clerk</i> BPLO
	3.4 Release the Approved and Signed Business Permit and Business Plate to the Applicant.	None	5 minutes	<i>Clerk</i> BPLO
	TOTAL:	Business Tax + Mayor's Permit + Fire Safety Inspectio	2 Working Days 1 Hour and 6 Minutes	





		n Fee + Other Fees + CTC Fee		
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2. Renewal of Business Permit

Issuance of Renewal Business Permit to eligible Business Owner or Business Entity.

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	Business Owner or Business Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Pre-printed Filled out Application Form for Business Permit (RENEWAL) (3 Copies)		Business Permits and Licensing Office		
2. Unified Clearance (2 Copies)		Business Permits and Licensing Office		
3. Notarized Gross Sales Declaration or Financial Statement (1 Original Copy)		Business Owner / Business Entity		
4. BIR Filed Forms / ITR, 2550m, 2551m, 2550Q, 2551Q for the Current Year and 1701, 1702, of the Previous Year (Presumptive Income Level practice shall be implemented by BPLO in the absence of the above documents) (1 Original Copy)		Bureau of Internal Revenue		
5. Tax Order of Payment (TOP) (3 Copies)		Business Permit and Licensing Office		
6. Community Tax Certificate (1 Original Copy)		City Treasurer's Office		
7. Official Receipt (1 Original Copy)		City Treasurer's Office		
8. Fire Security Inspection Certificate (1 Original Copy)		Bureau of Fire Protection		
If there is a revision:				
1. Barangay Tax Order of Payment (1 Original Copy)		Barangay Hall where the business is located.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Order of Payment from the Barangay together with the Required Documents and Attend Interview for the Ascertain	1. Receive the submitted Order of Payment from the Barangay together with the Required Documents.	None	3 minutes	Clerk BPLO



of Gross Sales/ Receipts.	1.1 Issue Printed Application form for Renewal of Business.	None	3 minutes	<i>Clerk</i> BPLO
	1.2 Ascertain Declared Gross Sales / Receipts of the Applicant.	None	8 minutes	<i>Fiscal Examiner</i> BPLO
	1.3 Assess Taxes, Fees and Other Charges using BPLS and Issuance of Tax Order of Payment (TOP) in Reference to Treasurer's Office and BFP.	None	5 minutes	<i>Assessment Clerk</i> BPLO
2. Pay Business Tax, Mayor's Permit Fee and Other Charges at the City Treasury Office.	2. Receive payment for Business Tax, Mayor's Permit Fee and Other Charges.	A. Business Tax B. Mayor's Permit C. Other Fees (Based on Revenue Code) Fire Safety Inspection Fee (Php 500 or 15% of Mayor's Permit Fee plus Regulatory Fees whichever is higher) CTC Fee (for	10 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office Note: BFP Fees are to be paid at the BFP Station Located in Brgy. Pacita 1.





		<p>Single: Gross Sales /Receipts divided by 1,000.00 + 5.00)</p> <p>(for Corporation: Gross Sales /Receipts divided by 2,500.00 + 500.00)</p>		
<p>3. Submit the Application for Renewal Business with complete Required Documents for Approval and Releasing and afterwards, receive the Business Permit.</p>	<p>3. Receive the submitted Application for Business Permit with complete Required Documents for Approval and Releasing.</p>	None	3 minutes	<i>Clerk</i> BPLO
	<p>3.1 Check / review and validate the completeness of all required documents, and print business permit for signing of BPLO Head for approval of the City Mayor.</p>	None	15 minutes	<i>Data Controller</i> BPLO
	<p>3.2 Sign and Recommend the Approval of Business Permit (Digitized Signature of the City Mayor).</p>	None	5 minutes	<i>Business Permits and Licensing Officer</i> BPLO





	3.3 Scan the Approved and Signed Business Permit for Filing.		5 minutes	<i>Clerk</i> BPLO
	3.4 Release the Approved and Signed Business Permit to the Applicant.		5 minutes	<i>Clerk</i> BPLO
	TOTAL:	Business Tax + Mayor's Permit + Other Fees + Fire Safety Inspection Fee + CTC Fee	57 Minutes	





3. Retirement of Business

Approval of Business Retirement of Business Owner or Business Entity

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	Business Owner or Business Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Retirement Form (3 Copies)		Business Permits and Licensing Office		
2. Request Letter from the Business Owner or Business Entity (1 Original Copy)		Business Owner / Business Entity		
3. Business Closure Certificate from Barangay (1 Original Copy)		Barangay Hall where the business is located.		
4. Latest or Previous Business Permit, if missing need Affidavit of Loss (1 Original Copy)		Business Owner / Business Entity		
5. Income Tax Return / Notarized Financial Statement / Notarized Certificate of Gross Sales or Receipts (1 Original Copy)		Bureau of Internal Revenue / Business Owner / Business Entity		
6. Photocopy of Valid I.D. (1 Copy)		Business Owner / Business Entity		
7. Tax Order of Payment (TOP) (3 Copies)		Business Permits and Licensing Office		
8. Official Receipt (for Retirement) (1 Original Copy)		City Treasurer's Office		
9. Certificate of Termination of Business (1 Original Copy)		City Treasurer's Office		
If Corporation:				
1. Request Letter (1 Original Copy)		Corporate Secretary or Board of Directors		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Submit Filled-out Business Retirement Form and other required documents.	1. Receive the submitted Filled-out Business Retirement Form and schedule for Inspection.	None	5 minutes	<i>Clerk</i> BPLO
	1.1 Conduct Inspection to verify closure of	None	30 minutes (Note: Duration of time may	<i>License Inspector</i> BPLO



	business.		vary during the conduct of actual inspection.)	
	1.2 Receive Submitted Required Documents as Attachment for Retirement Form (Request Letter, Barangay Business Closure Certificate, Latest or Previous Business Permit or Affidavit if Loss, ITR, Notarized Financial Statements, Notarized Declaration of Gross Sales or Receipts, Photocopy of Valid I.D.).	None	5 minutes	Clerk BPLO
	1.3 Review Application for Closure / Retirement Form and Documents submitted by the Applicant.	None	5 minutes	Clerk BPLO
	1.4 Ascertain Declared Gross Sales / Receipts of the Applicant.	None	8 minutes	Fiscal Examiner BPLO
	1.5 Assess Taxes for Termination and Issue Tax Order of Payment (TOP).	None	5 minutes	Assessment Clerk BPLO
2. Pay Business	2. Receive	A.	10 minutes	Revenue





Tax, Mayor's Permit Fee and Regulatory Fees at City Treasury Office.	payment of Business Tax, Mayor's Permit Fee and Regulatory Fee.	Business Tax (Based on Revenue Code) Certificate of Termination Fee: Php100.00		<i>Collection Clerk</i> City Treasurer's Office
3. Submit the Application for Closure / Business Retirement Form with complete Required Documents for Approval and Releasing.	3. Receive the submitted Application for Closure/Business Retirement Form with complete Required Documents for Approval and Releasing.	None	3 minutes	<i>Clerk</i> BPLO
	3.1 Sign / Approve Application for Business Retirement	None	5 minutes	<i>Business Permits and Licensing Officer</i> BPLO
	3.2 Release signed / approve Application for Business Retirement.	None	5 minutes	<i>Clerk</i> BPLO
	3.3 Prepare, Approve and Release Certificate of Termination of Business.	None	10 minutes	<i>City Treasurer</i> Or <i>Clerk</i> City Treasurer's Office
	TOTAL:	Business Tax + Certificate of Termination Fee	1 Hour and 6 Minutes	





4. Amendment of Records

Approval of Business Records Amendment of Business Owner or Business Entity.

Office or Division:	Business Permits and Licensing Office	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business Entity	
Who may avail:	Business Owner or Business Entity	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Amendment Application Form (3 Copies)	Business Permits and Licensing Office	
2. Request Letter from the Business Owner or Business Entity (1 Original Copy) Note: If Corporation, Request Letter from the Corporate Secretary or Board of Directors	Business Owner / Business Entity	
3. Certificate of Termination (1 Original Copy - for Change of Business Type of Ownership)	City Treasurer's Office	
4. New Barangay Clearance and New DTI for Single Proprietorship / New SEC Registration for Corporation (1 Original Copy - for Change of Business Type of Ownership)	Barangay Hall / Department of Trade and Industry / Security and Exchange Commission	
5. Notarized Affidavit of Transfer of Ownership (1 Original Copy - for Transfer of Ownership)	Business Owner / Business Entity	
6. PSA Copy of Death Certificate (1 Original Copy - for Transfer of Ownership)	Philippine Statistics Authority	
7. Amended DTI Registration (1 Original Copy - for Change of Business Owner / Transfer of Business Address / Change of Business Nature / Change of Business Name)	Department of Trade and Industry	
8. Amended Barangay Clearance (1 Original Copy - for Change of Business Owner / Transfer of Business Address / Change of Business Name)	Barangay Hall	
9. Photocopy of Valid I.D. (1 Copy - for Change of Business Owner)	Business Owner / Business Entity	
10. Current Business Permit	Business Permits and Licensing Office	



(1 Original Copy - for Change of Business Owner / Transfer of Business / Change of Business Nature / Change of Business Name)				
11. Contract of Lease if Renting (1 Original Copy - for Transfer of Business)		Business Owner / Business Entity		
12. Transfer Certificate of Title (1 Photocopy - for Transfer of Business)		Registry of Deeds		
13. Unified Clearance (2 Copies - for Transfer of Business)		Business Permits and Licensing Office		
14. Sketch of Business Location (1 Copy - for Transfer of Business)		Business Owner / Business Entity		
15. Amended SEC Registration (1 Copy - for Change of Business Nature / Change of Business Name)		Security and Exchange Commission		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Amendment Application Form and submit together with the Required Documents as Attachment. Note: Attachment may vary from the Type of Amendment the Business Owner / Business Entity is or are applying for None	1. Receive and review the submitted Filled-out Amendment Application Form with the Required Documents.	None	5 minutes	<i>Clerk</i> BPLO
	1.1 Conduct Inspection to verify amendment applied by business Note: Applicable for Change of Business Nature and Transfer of Business	None	30 minutes Note: Duration of the time may vary depending on the conduct of inspection.	<i>License Inspector</i> BPLO
2. None	2. Approve and Sign Amendment Application Form.	None	5 minutes	<i>Business Permits and Licensing Officer</i> BPLO
	2.1 Update the Records of Business on	None	5 minutes	<i>Data Controller</i> BPLO





	BPLS (System) based on the Approved Amendment Application Form.			
3. Receive the Amended Business Permit.	3. Print the Amended Business Permit for Signature of the Head of Office.	None	3 minutes	<i>Data Controller</i> BPLO
	3.1 Sign and Recommend the Approval of Amended Business Permit (Digitized Signature of the City Mayor).	None	5 minutes	<i>Business Permits and Licensing Officer</i> BPLO
	3.2 Release Amended Business Permit.	None	5 minutes	<i>Clerk</i> BPLO
	TOTAL:	None	1 hour and 8 minutes (With Inspection) 38 Minutes (Without Inspection)	



5. Issuance of Business Permit Certified Photocopy

Issuance of Certified Photocopy to Business Owner or Business Entity.

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	Business Owner or Business Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permit (1 Original and Photocopy/ies)		Business Owner / Business Entity		
2. Valid I.D. (1 Original Copy)		Business Owner / Business Entity		
3. Request Slip (1 Original Copy)		Business Permits and Licensing Office		
4. Official Receipt (1 Original Copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the Request Slip together with the Original and Photocopy of Business Permit accompanied with a Valid I.D.	1. Receive Request Slip from the Applicant together with the requirements..	None	3 minutes	<i>Clerk</i> BPLO
	1.1 Verify Business Permit Authenticity at BPLS Database.	None	5 minutes	<i>Data Controller</i> BPLO
	1.2 Release validated Request Slip and advise the Applicant to proceed to City Treasury Office for Payment.	None	3 minutes	<i>Clerk</i> BPLO
2. Pay Corresponding Fee at City Treasury Office.	2. Collect Corresponding Fee.	Php 150.00	5 minutes	<i>Revenue Collection Clerk</i> BPLO
3. Submit the Official Receipt together with the validated Request Slip and receive the Certified	3. Receive submitted Official Receipt together with the Original Business Permit, Photocopy	None	3 minutes	<i>Clerk</i> BPLO



Photocopy Document.	Business Permit and validated Request Slip.			
	3.1 Prepare Document for Certified Photocopy.	None	5 minutes	<i>Clerk</i> BPLO
	3.2 Approve / Sign Certified Photocopy Document.	None	5 minutes	<i>Business Permits and Licensing Officer</i> BPLO
	3.3 Release Certified Photocopy Document.	None	5 minutes	<i>Clerk</i> BPLO
	TOTAL:	Php 150.00	29 Minutes	



6. Issuance of Certification

Issuance of Certification to Business Owner, Business Entity, Institution, Individual and others.

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity, G2C - Government to Client G2G- Government to Government			
Who may avail:	Business Owner, Business Entity, Institutions, Individual, and others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy)		Business Owner/ Business Entity/ Institutions/ Individual/ others		
2. Valid I.D. (1 Original Copy)		Business Owner/ Business Entity/ Institutions/ Individual/ others		
3. Certificate of Indigency (If Indigent) (1 Original Copy)		Barangay Hall where the Client resides.		
4. Payment Slip (1 Original Copy)		Business Permits and Licensing Office		
5. Official Receipt (1 Original Copy)		City Treasurer's Office		
Note: If without Certificate of Indigency				
If corporation:				
1. Request Letter (1 Original Copy)		Corporate Secretary or Board of Directors		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter accompanied with a Valid I.D. (If Indigent, with Certificate of Indigency).	1. Receive Request Letter from the Applicant for Approval of the Head of Office	None	8 minutes	<i>Clerk</i> BPLO
	1.1 Verify the Approved Request Letter for Business Record at BPLS Database.	None	5 minutes	<i>Data Controller</i> BPLO
	1.2 Issue Payment Slip and advise the Applicant to proceed to City Treasury Office for Payment	None	3 minutes	<i>Clerk</i> BPLO



	(for Non-Indigent). 1.3 Prepare the Certification.		5 minutes	<i>Data Controller</i> BPLO
2. Client / Applicant shall pay the Corresponding Fee at City Treasury Office. (For Non-Indigent)	2. Collect payment of the Corresponding Fee (for Non-Indigent)	Php 100.00		
3. Submit Official Receipt together with the Payment Slip and receive the Certification. (For Non-Indigent) Or Receive the Certification. (For Indigent)	3. Receive Official Receipt together with the Payment Slip and prepare Certification (for Non-Indigent) Or Prepare Certification (for Indigent)	None	8 minutes	
	3.1 Sign certification.	None	5 minutes	
	3.2 Release certification.	None	5 minutes	
	TOTAL:	Php 100.00	31 Minutes (If without Certificate of Indigency) 23 Minutes (If with Certificate of Indigency)	





7. Receiving of Complaint In Connection with Business Permit

Inspection of complaint against erring businesses.

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity, G2C - Government to Client G2G- Government to Government			
Who may avail:	Business Owner, Business Entity, Institutions, Individual, and others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complaint Letter (1 Original Copy)		Business Owner/ Business Entity/ Institutions/ Individual/ others		
2. Complaint Form (Duplicate Copy)		Business Permits and Licensing Office		
3. Inspection Slip (Triplicate Copy)		Business Permits and Licensing Office		
4. Advice to Cease and Desist Operation Notice (Triplicate Copy)		Business Permits and Licensing Office		
5. Closure Order (Triplicate Copy)		Business Permits and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Complaint Letter / duly accomplished Complaint Form.	1. Receive the Complaint Letter / duly accomplished Complaint Form.	None	3 minutes	<i>Clerk</i> BPLO
	1.1 Verify record.	None	5 minutes	<i>Data Controller</i> BPLO
	1.2 Inspect the nature of complaint; issue Inspection Slip.	None	1 day	<i>License Inspector</i> BPLO
	1.3 Issue Advice to Cease and Desist Operation Notice (when needed)	None	3 days	<i>License Inspector</i> BPLO
	1.4 Issue Closure Order (when needed)	None	3 days	<i>License Inspector</i> BPLO
	TOTAL:	None	7 Days and 8 Minutes	