

## 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.

<b>Office or Division:</b>	Business Permits and Licensing Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B - Government to Business Entity
<b>Who may avail:</b>	Business Owner or Business Entity
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Pre-printed filled-out Application Form for Business Permit (NEW) (3 Original 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 (1 Original Copy) – If rented	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 Each)	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 Original 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 Safety Inspection Certificate (1 Original Copy)	Bureau of Fire Protection
<b>Other requirements depending on the nature of business:</b>	
<i>Hotels/Inn Tourist Accommodation, Travel Agency, Resort, Restaurant :</i> 13. Department of Tourism Accreditation (1 Original Copy or 1 Electronic Copy)	Department of Tourism
<i>Dealer of Rice:</i> 14. National Food Authority License- (1 Original Copy or 1 Electronic Copy)	National Food Authority
<i>Off-Track Betting:</i> 15. Off-Track Betting Certificate (1 Original Copy or 1 Electronic Copy)	National Gaming Control Board – National Accreditation
<i>Drugstore/Bakery/Food Supplement:</i>	

16. Food and Drug Administration License (1 Original Copy or 1 Electronic Copy)	Food and Drug Administration
<i>Contractor:</i> 17. Contractor's License General Specialty and Engineering Contractor License (1 Original Copy or 1 Electronic Copy)	Philippine Contractors Accreditation Board
<i>Casino and Gaming:</i> 18. Casino and Other Gaming Certificate (1 Original Copy or 1 Electronic Copy)	Philippine Amusement and Gaming Corporation – National Accreditation
<i>Banking Institution, Money Changer, Money Remittance and Pawnshop:</i> 19. Central Bank License Certificate (1 Original Copy or 1 Electronic Copy)	Bangko Sentral ng Pilipinas
<i>Educational Institution</i> 20. Educational Institution Certificate (1 original)	Department of Education
<i>Close-Circuit Television (CCTV):</i> 21. CCTV Certificate (1 original)	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 Joint Inspection.	None	5 minutes	Clerk BPLO
	1.1 Conduct actual inspection and sign the Unified Clearance.	None	2 days upon receipt of the form and unified clearance	Joint Inspection Assessment Taem
	1.2 Validate application form.	None	5 minutes	Clerk BPLO
	1.3 Verify and assign business account number.	None	5 minutes	Clerk BPLO
	1.4 Approve Capital.	None	8 minutes	Local Assessment Operations Officer III BPLO
1.5 Assess taxes,		None	5 minutes	Assessment

	fees and other charges using Business Permits Licensing System (BPLS) and Issue Tax Order of Payment (TOP).			Clerk 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	Fees are based on the approved 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: Php 30.00; Php 500.00 for Corporation)	10 minutes	Revenue Collection Clerk City Treasurer's Office
3. Submit the Application for New Business with complete Required Documents for Approval and Releasing and receive the business permit.	3. Receive the submitted application for business permit with complete required documents for approval and releasing.	None	3 minutes	Data Controller 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	None	15 minutes	Data Controller BPLO

	City Mayor.			
	3.2 Sign and recommend the approval of Business Permit (with Digitized signature)	None	5 minutes	<i>Business Permits and Licensing Officer</i> BPLO
	3.3 Scan and approve the signed business permit for filing.	None	5 minutes	<i>Clerk</i> BPLO
	3.4 Release the approved and signed business permit and business plate.	None	5 minutes	<i>Clerk</i> BPLO
	<b>TOTAL:</b>	<b>Business Tax + Mayor's Permit + Fire Safety Inspection Fee + Other Fees + CTC Fee</b>	<b>2 Days, 1 Hour and 11 Minutes</b>	

## 2. Renewal of Business Permit

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

<b>Office or Division:</b>	Business Permits and Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	Business Owner or Business Entity			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Pre-printed filled-out Application Form for Business Permit (RENEWAL) (3 Original Copies)		Business Permits and Licensing Office		
2. Unified Clearance (2 Original Copies)		Business Permits and Licensing Office		
3. Notarized Gross Sales Declaration or Financial Statement (1 Original Copy)		Business Owner/Business Entity		
4. BIR Filled 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)		BIR		
5. Tax Order of Payment (TOP) (3 Original Copies)		Business Permits 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 Safety Inspection Certificate (1 Original Copy)		Bureau of Fire Protection		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Order of Payment from the Barangay together with the Required Documents and Attend Interview for the Ascertain of Gross Sales/ Receipts.	1. Receive the submitted Order of Payment from the Barangay together with the Required Documents.	None	3 minutes	<i>Clerk</i> BPLO
	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>Local Assessment Operations Officer III</i>



	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	BPLO <i>Assessment Clerk</i> BPLO
2. Pay Business Tax, Mayor's Permit Fee and Other Charges at the City Treasury Office.	2.1 Receive payment for Business Tax, Mayor's Permit Fee and Other Charges.	Fees are based on the approved 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: Gross Sales/Receipts divided by 1,000 + 5.00; for Corporation: Gross Sales/Receipts divided by 2,500.00 + 500.00)	10 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
3. Submit the Application for Renewal Business with complete Required Documents for	3. Receive the submitted Application for Business Permit with complete Required Documents for	None	5 minutes	<i>Clerk</i> BPLO



Approval and Releasing of the Business Permit.	Approval and Releasing.	None	15 minutes	<i>Data Controller</i> BPLO
	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.	None	5 minutes	<i>Business Permits and Licensing Officer</i> BPLO
	3.2 Sign and recommend the approval of business permit (digitized signature of the City Mayor).	None	5 minutes	<i>Clerk</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.	None	5 minutes	<i>Clerk</i> BPLO
	<b>TOTAL:</b>	<b>Business Tax + Mayor's Permit + Other Fees + Fire Safety Inspection Fee + CTC Fee</b>	<b>1 hour and 2 minutes</b>	

### 3. Retirement of Business Registration

Approval of Business Retirement of Business Owner or Business Entity

<b>Office or Division:</b>	Business Permits and Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	Business Owner or Business Entity			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Business Retirement Form (3 Original 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. Valid I.D. (1 Photocopy)	Business Owner/ Business Entity			
7. Tax Order of Payment (TOP) (3 Original 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			
7. Request Letter (1 Original Copy) – for Corporation	Corporate Secretary or Board of Directors			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished application form with requirements to the Concierge section of the BOSS	1. Receive submitted filled-out business retirement form and schedule for inspection.  1.1 Conduct inspection to verify closure of business.  1.2 Receive	None	5 minutes	Clerk BPLO

	submitted documents as attachment for retirement form (as indicated in the requirements)			
	1.3 Review application for closure/retirement form and documents submitted by the applicant.  1.4 Ascertain declared gross sales/receipts of the applicant.  1.5 Assess taxes for termination and issue Tax Order of Payment (TOP)			
2. Pay Business Tax, Mayor's Permit Fee and Regulatory Fees at City Treasury Office.	2. Receive payment of Business Tax, Mayor's Permit Fee and Regulatory Fee	In accordance with the approved Revenue Code + Certificate of Termination Fee: Php 100.00.	10 minutes	Revenue Collection Clerk City Treasurer's Office
3. Submit the application for closure/business retirement form with complete required documents for approval and releasing.	3. Receive the required documents.  3.1 Sign/approve application for business retirement.  3.2 Release signed/approved application for business retirement.	None	3 minutes	Clerk BPLO
		None	5 minutes	Business Permits and Licensing Officer BPLO
		None	5 minutes	City Treasurer Or Clerk City Treasurer's

	3.3 Prepare, approve and release certificate of Termination of Business.	None	10 minutes	Office <i>City Treasurer Or Clerk City Treasurer's Office</i>
	<b>TOTAL:</b>	<b>Business Tax + Certificate of Termination Fee – Php 100.00</b>	<b>1 Hour and 31 Minutes</b>	

#### 4. Amendment of Records

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

<b>Office or Division:</b>	Business Permits and Licensing Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B - Government to Business Entity	
<b>Who may avail:</b>	Business Owner or Business Entity	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Amendment Application Form (3 Original 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/Securities 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 0 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. Valid I.D. (1 Photocopy – for Change of Business Owner)	Business Owner/Business Entity	
10. Current Business Permit (1 Original Copy – for Change of Business Owner/Transfer of Business/Change of Business Nature/Change of Business Name)	Business Permits and Licensing Office	
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 Original Copies – for Transfer of Business)		Business Permits and Licensing Office		
14. Sketch of Business Location (1 Original Copy – for Transfer of Business)		Business Owner/Business Entity		
15. Amended SEC Registration (1 Copy – for Change of Business Nature/Change of Business Name)		Securities 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/are applying for.	1. Receive and review the submitted filled-out application form with the required documents.	None	5 minutes	<i>Clerk</i> BPLO
	1.1 Conduct inspection to verify amendment applied by the business.  Note: Applicable for Change of Business Nature and Transfer of Business	None	30 minutes or may vary during the conduct of the actual 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 BPLS System based on the Approved Amendment Application Form.	None		<i>Data Controller</i> BPLO
3. Receive the amended business permit.	3. Print the amended business permit for signature of head.	None	3 minutes	<i>Data Controller</i> BPLO
	3.1 Sign and recommend the approval of amended business permit	None	5 minutes	<i>Business Permits and Licensing Officer</i> BPLO

	(digitized signature of the City Mayor).			
	3.2 Release the Amended Business Permit.	None	5 minutes	<i>Clerk</i> BPLO
	<b>TOTAL:</b>	<b>None</b>	<b>58 minutes (with Inspection)</b> <b>28 Minutes (without Inspection)</b>	

## 5. Issuance of Certified True Copy of Business Permit

Issuance of Certified True Copy to Business Owner or Business Entity.

<b>Office or Division:</b>	Business Permits and Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	Business Owner or Business Entity			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Business Permit (1 Original and Photocopy)		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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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> City Treasurer's Office
3. Submit Official Receipt together with the validated request slip and receive the certified true copy document.	3. Receive submitted official receipt together with the original business permit and validated request slip.	None	3 minutes	<i>Clerk</i> BPLO
	3.1 Prepare document for	None	5 minutes	<i>Clerk</i> BPLO

	certified true copy.			
	3.2 Approve/sign certified true copy document.	None	5 minutes	<i>Business Permits and Licensing Officer</i> BPLO
	3.3 Release certified true copy document.	None	5 minutes	<i>Clerk</i> BPLO
		<b>Php 150.00</b>	<b>40 minutes</b>	



## 6. Issuance of Certification

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

<b>Office or Division:</b>	Business Permits and Licensing Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B - Government to Business Entity, G2C - Government to Client G2G- Government to Government
<b>Who may avail:</b>	Business Owner, Business Entity, Institutions, Individual, and others

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Letter (1 Original Copy)	Applicant	
2. Valid I.D. (1 Original Copy)	Applicant	
3. Certificate of Indigency (1 Original Copy) – If Indigent	Barangay hall where the client resides	
4. Payment slip (1 Original Copy)	Business Permits and Licensing Office	
5. Official Receipt (1 Original Copy) – If without certificate of indigency	City Treasurer's Office	

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 the City Treasury Office for payment (for non-indigent).	None	3 minutes	<i>Clerk</i> BPLO
	1.3 Prepare the certification.	None	5 minutes	<i>Data Controller</i> BPLO
2. Pay the corresponding fee at the City Treasury Office (non-indigent) or receive the certification (for indigent).	2. Collect payment of the corresponding fee (for non-indigent) or sign certification (for indigent).	Php 100.00 (non-indigent); None (indigent)	5 minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office Or <i>Business Permits and Licensing</i>

	2.1 Release certification (for indigent)	None	5 minutes	<i>Officer</i> BPLO
3. Submit official receipt together with the payment slip and receive the certification (for non-indigent)	3. Receive official receipt together with the payment slip (for non-indigent)	None	5 minutes	<i>Clerk</i> BPLO Or <i>Data Controller</i> BPLO
	3.1 Sign certification.	None	5 minutes	<i>Business Permits and Licensing Officer</i> BPLO
	3.2 Release certification.	None	5 minutes	<i>Clerk</i> BPLO
	<b>TOTAL:</b>	<b>Php 100.00 (non-indigent); None (indigent)</b>	<b>39 minutes (non-indigent); 28 minutes (indigent)</b>	