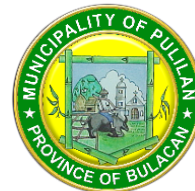


# **BUSINESS PERMIT AND LICENSING UNIT**

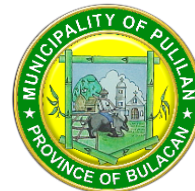
## **EXTERNAL SERVICES**



## A. ON-SITE APPLICATION FOR BUSINESS PERMIT – NEW

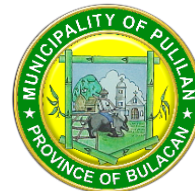
The Mayor's Permit is issued to any person who shall establish, operate or conduct any business within the municipality. It contains the full payment of all LGU fees/charges and business taxes in the current year. All businesses are required to secure a mayor's permit or municipal license from the municipality where they are located.

<b>Office or Division:</b>	Mayor's Office – Business Permit and Licensing Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B- Government to Business			
<b>Who may avail:</b>	Business Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 1 photocopy of Business Registration (DTI/SEC/CDA)	DTI, SEC, CDA			
2. 1 photocopy of Contract of Lease (if leased or Tax Declaration or Transfer Certificate of Title (TCT) (if owned)	Business Owner			
3. Occupancy permit	Municipal Engineering Office			
4. Location sketch	Business Owner			
5. Filled-out Unified Form	PACD			
<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 the Unified Form and secure cueing number.	1. Assist the client in filling out the form.	None	1 Minute	<i>Public Assistance Complaints Desk (PACD)</i>
2. Submit accomplished Unified form with complete requirements.	2. Receive the application, check for completeness and assess business tax.	Based on revenue code Chapter II Sec. 2A.05	10 minutes	<i>Licensing Officer II or Local Revenue Collection Officer II or Clerk (Business Permit and Licensing Unit)</i>
3. Pay amount due.	3. Accept payment and issue OR.	Based on assessment	4 Minutes	<i>Revenue Collection Officer III or Administrative Aide II (Treasury Office)</i>
4. Printing of Mayor's Permit	4. Print Mayor's Permit.	None	30 minutes	<i>Licensing Officer II or Local Revenue Collection Officer II</i>



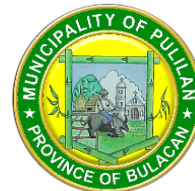
				or Clerk (Business Permit and Licensing Unit)
5. Releasing of Mayor's Permit	5. Release Mayor's Permit. <i>Simple Transaction</i>	None	1 day	<i>Licensing Officer II</i> or <i>Local Revenue Collection Officer II</i> or Clerk (Business Permit and Licensing Unit)
	<b>TOTAL:</b>	Based on revenue code Chapter II Sec. 2A.05	<b>1 Day 45 minutes</b>	

**Note:** For complex transactions - 7 days  
For Highly Technical transactions - 20 days



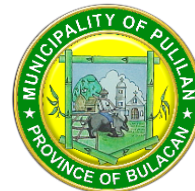
## B. ON-SITE APPLICATION FOR BUSINESS PERMIT – RENEWAL

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 photocopy of Business Registration (DTI/SEC/CDA)		DTI, SEC, CDA		
2. 1 photocopy of Contract of Lease (if leased or Tax Declaration or Transfer Certificate of Title (TCT) (if owned)		Business Owner		
3. 1 photocopy of ITR/ VAT return/Percentage Tax Return/Duly notarized Affidavit of Gross Receipts		Business Owner		
4. Filled-out Unified Form		PACD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the Unified Form and secure cueing number	1. Assist the client in filling out the form.	None	1 Minute	Public Assistance Complaints Desk
2. Submit accomplished Unified form with complete requirements	2.1 Receive the application and check for completeness.	None	2 minutes	Licensing Officer II or Local Revenue Collection Officer II or Clerk (Business Permit and Licensing Unit)
	2.2 Assess business tax.	Based on revenue code Chapter II Sec. 2A.02	3 minutes	Municipal Treasurer or Revenue Collection Clerk I (Treasury Office)
3. Pay amount due.	3. Accept payment and issue OR.	Based on assessment	4 Minutes	Revenue Collection Officer III or Administrative Aide II (Treasury Office)
4. Printing of Mayor's Permit	4. Print Mayor's Permit.	None	30 minutes	Licensing Officer II or Local Revenue Collection Officer II or Clerk



				(Business Permit and Licensing Unit)
5. Releasing of Mayor's Permit	5. Release Mayor's Permit.	None	1 day	<i>Licensing Officer II</i> or <i>Local Revenue Collection Officer II</i> or <i>Clerk</i> (Business Permit and Licensing Unit)
	<b>TOTAL:</b>	Based on revenue code Chapter II Sec. 2A.02	<b>1 Day 40 minutes</b>	

**Note:** For complex transactions – 7 days  
For Highly technical transactions - 20 days

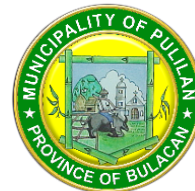


### C. APPLICATION FOR CLOSURE OF BUSINESS

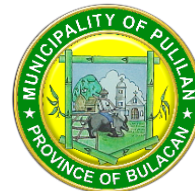
Pursuant to the tax ordinance of the Municipality, the business that retire from operation must apply for business closure and settle the applicable fees and charges.

<b>Office or Division:</b>	Mayor's Office – Business Permit and Licensing Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B- Government to Business
<b>Who may avail:</b>	Business Owners

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Affidavit of Closure		Business Owner		
2. 1 photocopy of Barangay Certificate of Closure		Business Owner		
3. Original Mayor's Permit and Plate		Business Owner		
4. 1 photocopy Submission of BIR Sales Returns of the prior year or Affidavit of Gross Sales		Business Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form.	1.1 Receive the application and check for completeness.	None	3 minutes	<i>Licensing Officer II</i> or <i>Local Revenue Collection Officer II</i> or <i>Clerk</i> (Business Permit and Licensing Unit)
	1.2 Assess business tax for retirement.	Based on Revenue Code. Chapter II Sec. 2E.04(h)	3 minutes	<i>Municipal Treasurer</i> or <i>Revenue Collection Clerk I</i> (Treasury Office)
2. Pay amount due.	2. Accept payment and issue OR.	Based on Assessment	3 Minutes	<i>Revenue Collection Officer III</i> or <i>Administrative Aide II</i> (Treasury Office)
3. Submit application of closure and OR	3. Inspect business establishment subject for closure	None	1 day	<i>Licensing Officer II</i> or <i>Local Revenue Collection Officer II</i>



				<i>or</i> <i>Clerk</i> <i>and Tax Mappers</i> <i>(Business Permit</i> <i>and Licensing Unit)</i>
4. Claim Certificate of Closure	4. Release Certificate of Closure	None	2 minutes	<i>Licensing Officer II</i> <i>or</i> <i>Local Revenue</i> <i>Collection Officer II</i> <i>or</i> <i>Clerk</i> <i>(Business Permit</i> <i>and Licensing Unit)</i>
	<b>TOTAL:</b>	Based on Revenue Code. Chapter II Sec. 2E.04(h)	1 day 11 Minutes	



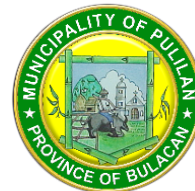
## D. ISSUANCE OF CERTIFICATIONS

All certifications relative to business are issued upon letter request of the client.

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<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B- Government to Business
<b>Who may avail:</b>	Business Owners

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral from concerned agencies		Business Owner		
2. 1 photocopy of Barangay Clearance		Business Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of requirements.	1. Receive the requirements and check for completeness.	None	3 minutes	Licensing Officer II or Local Revenue Collection Officer II or Clerk (Business Permit and Licensing Unit)
2. Payment of fee	2. Accept payment and issue OR.	P 100.00	3 Minutes	Revenue Collection Officer III or Administrative Aide II (Treasury Office)
3. Submit OR	3. Issue Certificate	None	3 Minutes	Licensing Officer II or Local Revenue Collection Officer II or Clerk (Business Permit and Licensing Unit)
	<b>TOTAL:</b>	<b>P 100.00</b>	<b>9 Minutes</b>	





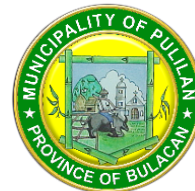
## E. APPLICATION FOR AMENDMENTS

### (BUSINESS NAME, OWNERSHIP & BUSINESS TYPE)

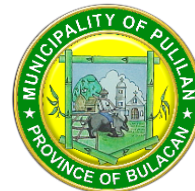
All registered businesses that convert owner's must inform the BPLO to amend the information on their records on file.

<b>Office or Division:</b>	Mayor's Office – Business Permit and Licensing Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B- Government to Business
<b>Who may avail:</b>	Business Owners

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For individual proprietorship: 1.1 Letter request for amendment 1.21 Photocopy of New DTI For corporation: 1.2 Board Secretary's Certificate		Business Owner Business Owner Business Owner		
2. Latest Original Business Permit		Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Receive the requirements, check for completeness and assess payment	Based on Revenue Code Chapter II Sec.2E.04(g)	3 minutes	Licensing Officer II or Local Revenue Collection Officer II or Clerk (Business Permit and Licensing Unit)
2. Payment	2. Accept payment and issue OR.	Based on Assessment	3 minutes	Revenue Collection Officer III or Administrative Aide II (Treasury Office)
3. Submit OR	3. Print amended permit	None	3 minutes	Licensing Officer II or Local Revenue Collection Officer II or Clerk (Business Permit and Licensing Unit)
4. Releasing of amended permit	4. Issue amended permit	None	1 day	Licensing Officer II or



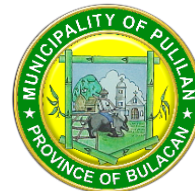
				<i>Local Revenue Collection Officer II or Clerk (Business Permit and Licensing Unit)</i>
	<b>TOTAL:</b>	Based on Revenue Code Chapter II Sec.2E.04( g)	1 day 9 minutes	



## F. ONLINE APPLICATION FOR BUSINESS PERMIT – NEW AND RENEWAL

The Mayor's Permit is issued to any person who shall establish, operate or conduct any business within the municipality. It contains the full payment of all LGU fees/charges and business taxes in the current year. All businesses are required to secure a mayor's permit or municipal license from the municipality where they are located.

<b>Office or Division:</b>	Mayor's Office – Business Permit and Licensing Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B- Government to Business			
<b>Who may avail:</b>	Business Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Business Registration (DTI/SEC/CDA)		DTI, SEC, CDA		
2. Contract of Lease (if leased or Tax Declaration or Transfer Certificate of Title (TCT) (if owned)		Business Owner		
3. Occupancy Permit		Municipal Engineering Office		
4. Location sketch		Business owner		
Additional requirements for renewal: 1. ITR/ VAT return/Percentage Tax Return/Duly notarized Affidavit of Gross Receipts		Business owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Go to online.pulilan.ph  1.2 Create your account  1.3 Log in to your account	1. None	None		
2.1 Click action and select New Business.	2.1 None	None		
2.2 Attach/ Upload the requirements.	2.2 None	None		
2.3 Submit the application.	2.3 Check the completeness and correctness of the	None		<u>New:</u> Licensing Officer II or



	requirements and approve the application.			<p><i>Local Revenue Collection Officer II or Clerk (Business Permit and Licensing Unit)</i></p> <p><u>Renewal:</u> <i>Municipal Treasurer or Revenue Collection Clerk I (Treasury Office)</i></p>
<p>3.1 Once approved, select your business account then click the "Compute Business Tax.</p> <p>3.2 Print your billing statement.</p> <p>3.3 Proceed to checkout and select your desired online banking for payment.</p> <p>3.4 Print your E-business Permit.</p>		Based on revenue code Chapter II Sec. 2A.05		
	<b>TOTAL:</b>	Based on revenue code Chapter II Sec. 2A.05		

Note: Clients will receive notification of approval 5 minutes