



## APPLICATION FOR BUSINESS PERMIT – NEW

**Schedule of Availability of Service: Monday to Friday; 8:00am to 5:00pm**

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.

<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. 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. 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.	1. Secure cueing number and wait to be called. Is	None	1 Minute	PACD
2. Submit accomplished Unified form with complete requirements	2. Receive the application and check for completeness. Assess business tax.	Based on revenue code Chapter II Sec. 2A.05	3 minutes	<b>Leonora D. Diego</b> Licensing Officer II <b>Jenina Mae S. Manahan</b> Clerk
3. Pay amount due.	3. Accept payment and issue OR.	Based on assessment	4 Minutes	<b>Asuncion Balagtas</b> (Revenue Collection Officer III) <b>Rey Mark S. Andan</b> Administrative Aide II
4. Printing of Mayor's Permit  Releasing of Mayor's Permit	Printed Mayor's Permit.  Release Mayor's Permit. Simple Transaction Complex Transaction Highly Technical Transaction	None	1-3 days 7 days 20 days	<b>Leonora D. Diego</b> Licensing Officer II <b>Jenina Mae S. Manahan</b> Clerk  <b>Mayor's Office</b> Jhon Roi Q. Mercado Clerk
	<b>TOTAL DURATION:</b>		1-3 Days	

## APPLICATION FOR BUSINESS PERMIT – RENEWAL

Schedule of Availability of Service: Monday to Friday; 8:00am to 5:00pm

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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. Filled-out Unified Form		PACD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the Unified Form.	1. Secure cueing number and wait to be called. Is	None	1 Minute	PACD
2. Submit accomplished Unified form with complete requirements	2. Receive the application and check for completeness. Assess business tax.	Based on revenue code Chapter II Sec. 2A.02	3 minutes	<b>Leonora D. Diego</b> Licensing Officer II <b>Jenina Mae S. Manahan</b> Clerk
3. Pay amount due.	3. Accept payment and issue OR.	Based on assessment	4 Minutes	<b>Asuncion Balagtas</b> (Revenue Collection Officer III) <b>Rey Mark S. Andan</b> Administrative Aide II
4. Printing of Mayor's Permit	Printed Mayor's Permit.	None		<b>Leonora D. Diego</b> Licensing Officer II <b>Jenina Mae S. Manahan</b> Clerk
Releasing of Mayor's Permit	Release Mayor's Permit. Simple Transaction Complex Transaction Highly Technical Transaction		1-3 days 7 days 20 days	<b>Mayor's Office</b> <b>Jhon Roi Q. Mercado</b> Clerk
	<b>TOTAL DURATION:</b>		1-3 Days	

## APPLICATION FOR CLOSURE OF BUSINESS

. Schedule of Availability of Service: Monday to Friday; 8:00am to 5:00pm

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Affidavit of Closure		Business Owner		
2. Barangay Certificate of Closure		Business Owner		
3. Original Mayor's Permit and Plate		Business Owner		
4. 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. Receive the application and check for completeness. Assess business tax for retirement.	Based on Revenue Code. Chapter II Sec. 2E.04(h)	3 minutes	<b>Leonora D. Diego</b> <i>Licensing Officer II</i> <b>Jenina Mae S. Manahan</b> <i>Clerk</i>
2. Pay amount due.	2. Accept payment and issue OR.	Based on Assessment.	3 Minutes	<b>Asuncion Balagtas</b> <i>(Revenue Collection Officer III)</i> <b>Rey Mark S. Andan</b> <i>Administrative Aide II</i>
3. Submit OR issued for payment	3. Inspection and Issuance of Certificate of Closure.	None	3 Minutes	<b>Leonora D. Diego</b> <i>Licensing Officer II</i> <b>Jenina Mae S. Manahan</b> <i>Clerk</i>
	<b>TOTAL DURATION:</b>		9 Minutes	

## APPLICATION FOR CERTIFICATION OF NO BUSINESS

Schedule of Availability of Service: Monday to Friday; 8:00am to 5:00pm

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral from concerned agencies		Business Owner		
2. 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.	Based on revenue code Chapter IV. Sec. 4A.01. 4(a)	3 minutes	<b>Leonora D. Diego</b> <i>Licensing Officer II</i> <b>Jenina Mae S. Manahan</b> <i>Clerk</i>
2. Payment (if any)	2. Accept payment and issue OR.	Based on Assessment.	3 Minutes	<b>Asuncion Balagtas</b> <i>(Revenue Collection Officer III)</i> <b>Rey Mark S. Andan</b> <i>Administrative Aide II</i>
3. Submit OR issued for payment	3. Inspection and Issuance of Certificate of Closure.	None	3 Minutes	<b>Leonora D. Diego</b> <i>Licensing Officer II</i> <b>Jenina Mae S. Manahan</b> <i>Clerk</i>
	<b>TOTAL DURATION:</b>		9 Minutes	

## APPLICATION FOR AMMENDMENTS

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

Schedule of Availability of Service: Monday to Friday; 8:00am to 5:00pm

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Affidavit of change of business name / ownership/ business type		Business Owner		
2. Barangay Clearance		Business Owner		
3. Issued Business Permit		Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Assessment and Verification of Documents	1. Receive the requirements and check for completeness compute	Based on Revenue Code Chapter II Sec.2E.04(g)	3 minutes	<b>Leonora D. Diego</b> <i>Licensing Officer II</i> <b>Jenina Mae S. Manahan</b> <i>Clerk</i>
2. Payment (if any)	2. Accept payment and issue OR.	Based on Assessment.	3 Minutes	<b>Asuncion Balagtas</b> <i>(Revenue Collection Officer III)</i> <b>Rey Mark S. Andan</b> <i>Administrative Aide II</i>
3. Submit OR issued for payment	3. Issuances of amended permit	None	3 Minutes	<b>Leonora D. Diego</b> <i>Licensing Officer II</i> <b>Jenina Mae S. Manahan</b> <i>Clerk</i>
	<b>TOTAL DURATION:</b>		9 Minutes	