

## ONLINE 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 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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to <a href="http://online.pulilan.ph">online.pulilan.ph</a> 1.1. Create your account 1.2. Log in to your account	None			
2. Click action and select New Business. 2.1. Attach/ Upload the requirements. 2.2. Submit the application.	Check the completeness and correctness of the requirements and approve the application.	None	3 minutes	<b>Leonora D. Diego</b> (Licensing Officer II)
3. Once approved, select your business account then click the "Compute Business Tax." 3.1. Print your billing statement. 3.2. Proceed to checkout and select your desired online banking for payment. 3.3. Print your E-business Permit.	None	Based on revenue code Chapter II Sec. 2A.05	5 minutes	
<b>TOTAL:</b>			<b>8 minutes</b>	

## ONLINE 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		
1. Contract of Lease (if leased or Tax Declaration or Transfer Certificate of Title (TCT) (if owned)		Business Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to online.pulilan.ph a. Create your account b. Log in to your account c. Add your business information and select	None	None		
2. Click action and select Business Renewal a. Attach/ Upload the requirements. b. Submit the application.	Check the completeness and correctness of the requirements and approve the application.	None	3 minutes	<b>Leonora D. Diego</b> (Licensing Officer II) <b>Reina Lyn De Guzman</b> (Revenue Collection Clerk I)
3. Once approved, select your business account then click the "Compute Business Tax." a. Print your billing statement. b. Proceed to checkout and select your desired online banking for payment. c. Print your E-business Permit.	None	Based on revenue code Chapter II Sec. 2A.02	5 minutes	
	<b>TOTAL:</b>		<b>8 minutes</b>	