

## CITIZEN'S CHARTER

### APPLICATION FOR MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOP) / TRICYCLE BODY NUMBER

#### FEE

- 330.00

#### REQUIREMENTS

- ORIGINAL FRANCHISE
- CERTIFICATE OF REGISTRATION
- OFFICIAL RECEIPT (LTO)
- COMMUNITY TAX CERTIFICATE

#### HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. CLIENT SUBMIT REQUIREMENTS FOR TRICYCLE BODY NUMBERING AT THE BUSINESS PERMIT AND LICENSING DIVISION (BPLD) FOR EVALUATION AND PREPARATION OF APPLICATION FOR TRICYCLE IDENTIFICATION NUMBER.	15 MIN	<b>HAIDY A CONCEPTION</b> Licensing Officer I <b>ARCHIE T. MARCELINO</b> Licensing Inspector I <b>FRED M. EDUQUE</b> <b>GLORILY P. CALIZO</b> Administrative Aid IV
2. CLIENT PROCEEDS TO THE OFFICE OF THE MUNICIPAL TREASURER (BUSINESS TAX AND FEES DIVISION) FOR PAYMENT OF MOTORIZED TRICYCLE OPERATORS PERMIT (MTOP) FEE.		<b>BUSINESS TAX &amp; FEES DIVISION STAFF</b> (Treasurer Office)

## Business Permit and Licensing Division

<p>3. CLIENTS PRESENTS OFFICIAL RECEIPT TO THE ORDINANCE OFFICER AT THE ONE-STOP-SHOP FOR THE INSPECTION OF UNIT AND SIGNING OF CLEARANCE.</p>	<p>15 MIN</p>	<p><b>PO3 VICENTE T. ARMENIO</b>  <b>PO1 LEONNEL A. CAHILIG</b>  <b>PO1 HAROLD Q. TAN</b></p>
<p>4. PROCEED TO THE POLICE STATION (TRAFFIC DIV) FOR SIGNATURE.</p>		<p><b>SPO2 RONALD MACARIO</b>  <b>PO2 JOMAR ORTEGA</b>  <b>PO1 REJEL OQUENDO</b></p>
<p>5. CLIENT PROCEEDS TO THE MAYOR'S OFFICE FOR THE APPROVAL OF MTOP.</p>	<p>10 MIN</p>	<p><b>WILLMAN S. LACHICA</b>  Municipal Mayor</p>
<p>6. CLIENT PRESENTS APPROVED MTOP AT THE ONE-STOP-SHOP FOR THE ISSUANCE OF THE BODY NUMBER STICKER.</p>	<p>10 MIN</p>	<p><b>BPLD Staff</b></p>

APPROXIMATE PROCESSING TIME: 50 MINUTES

## CITIZEN'S CHARTER

### BUSINESS PERMIT & LICENSE DIVISION

#### APPLICATION FOR RENEWAL OF BUSINESS PERMIT

##### REQUIREMENTS

- Previous SOA/Mayor's Permit
- Compliance Certificate of Joint Inspection Team
- Barangay Clearance (to operate & location of business)
- Lessor's Permit (if rented)

##### CLEARANCES

##### REGULATORY FEES

- |   |               |
|---|---------------|
| • Zoning Clearance                                    | 30 Php        |
| • Sanitary Permit                                     | 60 Php/Person |
| • Medical Certificate                                 | 50 Php/Person |
| • Police Clearance Fee (Local)                        | 30 Php        |
| • Engineering Clearance<br>(for building owners only) | 30 Php        |
| • Real Property Tax Clearance Fee                     | 30 Php        |
| • Permit Fee on Occupation                            | 70 Php/Person |
| • Certification Fee (MTO)                             | 60 Php        |
| • Fire Clearance Fee                                  | 30 Php        |
| • Rentals & Charges Clearance Fee                     | 30 Php        |

# Business Permit and Licensing Division

## HOW TO AVAIL OF THE SERVICE

<b>STEPS</b>	<b>PERIOD TO COVER</b>	<b>PERSON TO APPROACH</b>
<p><b>1.FILE.</b> Client presents complete requirements for the renewal/update of Business Identification Number (BIN).</p>	20 mins	<p><b>Haide A. Conception</b> Licensing Officer I <b>Archie T. Marcelino</b> Licensing Inspector I <b>Fred M. Eduque</b> Administrative Aid IV <b>Glorily P. Calizo</b> Administrative Aid IV</p>
<p><b>2. PAY</b> Client proceeds to the Office of the Municipal Treasure for assessment and payment of clearance, taxes &amp; fees, except for FSIC which will be secured from the BFP after receipt of payment from the detailed personnel at One-Stop-Shop. (Fee varies according to capitalization, nature of business, number of workers gross receipts of preceding year).</p>		<p><b>Business Tax &amp; Fees Division Staff</b></p>
<p><b>3.RELEASE</b> Client presents proof of payment to BPLD for the preparation of Mayor's Permit, then to the</p>	10 mins	<p><b>Haide A. Conception</b> <b>Archie T. Marcelino</b></p>
<p>office of the Mayor for signature</p>	20 mins	<p><b>Mayor William S. Lachica</b></p>
<p>and release the Mayor's Permit at the Business Permit and License Division.</p>		<p><b>Fred M. Eduque</b> <b>Glorily P. Calizo</b></p>

# Business Permit and Licensing Division

## **BUSINESS PERMIT & LICENSE DIVISION**

### **APPLICATION FOR NEW BUSINESS**

#### **☑ REQUIREMENTS**

- Application Form
- Photo Copy of DTI Business Name Certificate (Single Prop);  
Photo Copy of Certificate of SEC Registration (Corporation);  
Articles of Partnership (Partnership); CDA for Cooperatives.
- Lease of Contact and Lessor's Permit (if rented)
- Barangay Clearance (to operate and location of business)
- Lessor's Permit (if rented)
- Fire Safety Inspection Certificate

#### **☑ CLEARANCES**

#### **REGULATORY FEES**

- |   |               |
|---|---------------|
| • Zoning Clearance                                    | 30 Php        |
| • Sanitary Permit                                     | 60 Php/Person |
| • Medical Certificate                                 | 50 Php/Person |
| • Police Clearance Fee (Local)                        | 30 Php        |
| • Engineering Clearance<br>(for building owners only) | 30 Php        |
| • Real Property Tax Clearance Fee                     | 30 Php        |
| • Permit Fee on Occupation                            | 70 Php/Person |
| • Certification Fee (MTO)                             | 60 Php        |
| • Fire Clearance Fee                                  | 30 Php        |
| • Rentals & Charges Clearance Fee                     | 30 Php        |

# Business Permit and Licensing Division

## HOW TO AVAIL OF THE SERVICE

<b>STEPS</b>	<b>PERIOD TO COVER</b>	<b>PERSON TO APPROACH</b>
<p><b>1. FILE</b> Client presents checklist of requirements and have an assigned business.</p>	30 mins	<p><b>Haide A. Conception</b> Licensing Officer I <b>Archie T. Marcelino</b> Licensing Inspector I <b>Fred M. Eduque</b> Administrative Aid IV <b>Glorily P. Calizo</b> Administrative Aid IV</p>
<p><b>2. PAY</b> Client proceeds to the Office of the Municipal Treasurer for assessment and payment of clearances, taxes &amp; fees, except for FSIC which will be secured from the BFP after receipt of payment from the detailed personnel at One-Stop-Shop. (Fee varies according to capitalization, nature of business, number of workers gross receipts of preceding year.)</p>		<p><b>Business Tax &amp; Fees Division Staff</b></p>
<p><b>3. RELEASE</b> Client presents proof of payment to BPLD for the preparation of Mayor's Permit, then to the</p>	10 mins	<p>Haide A. Conception Archie T. Marcelino</p>
<p>office of the Mayor for signature</p>		<p>Mayor William S. Lachica</p>
<p>and release the Mayor's Permit at the Business Permit and License Division.</p>	20 mins	<p>Fred M. Eduque Glorily P. Calizo</p>