



**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**

- Zoning Clearance
- Sanitary Permit
- Medical Certificate
- Police Clearance Fee (Local)
- Engineering Clearance  
(for building owners only)
- Real Property Tax Clearance Fee
- Permit Fee on Occupation
- Certification Fee (MTO)
- Fire Clearance Fee
- Rentals & Charges Clearance Fee

**REGULATORY FEES**

- 30php
- 60php/Person
- 50php/Person
- 30php
- 30php
- 30php
- 70php/Person
- 60php
- 30php
- 30php

**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. Concepcion</b> Licensing Officer I <b>Archie T. Marcelino</b> License Inspector I <b>Fred M. Eduque</b> Administrative Aide IV <b>Glorily P. Calizo</b> Administrative Aide IV</p>
<p><b>2 PAY.</b> Client proceeds to the Office of the Municipal Treasurer for assessment and payment of clearances, taxes &amp; fess, except for FSIC which will be secured from the BFP after receipt of payment from the detailed personnel at One-Stop-Shop. <i>(Fee varies according to capitalization, nature of business, number of workers gross receipts of preceding year).</i></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 preperation of Mayors Permit, then to the office of the Mayor for signature</p>	10 mins	<p><b>Haide A. Concepcion</b> <b>Archie T. Marcelino</b></p> <p><b>Mayor William S. Lachica</b></p>
<p>and release the Mayor's Permit at the Business Permit and License Division.</p>	20 mins	<p><b>Fred M. Eduque</b> <b>Glorily P. Calizo</b></p>

Approximate Proceessing Time: 50 Minutes

