



**CITIZEN'S CHARTER
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 Contract and Lessor's Permit (if rented)
- Barangay Clearance (to operate and location of business)
- Lessor's Permit (if rented)
- Fire Safety Inspection Certificate

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

STEPS	PERIOD TO COVER	PERSON TO APPROACH
<p>1 FILE. Client presents checklist of requirements and have an assigned Business</p>	30 mins	<p>Haide A. Concepcion Licensing Officer I Archie T. Marcelino License Inspector I Fred M. Eduque Administrative Aide IV Glorily P. Calizo Administrative Aide IV</p>
<p>2 PAY. Client proceeds to the Office of the Municipal Treasurer for assessment and payment of clearances, taxes & 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>Business Tax & Fees Division Staff</p>
<p>3 RELEASE. 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>Haide A. Concepcion Archie T. Marcelino</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>

Approximate Processing Time: 60 Minutes