

**CITY BUSINESS PERMIT AND  
LICENSING OFFICE**  
**External Services**

## 1. Attend to other request and complaints

Residents who file special request must be promptly attended and accordingly action is taken thereon.

<b>Office or Division:</b>	BUSINESS PERMIT AND LICENSING OFFICE			
<b>Classification:</b>	Simple Complex Highly Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses			
<b>Who may avail:</b>	Citizen Business Clients Senior Citizen PWD Solo Parent			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Letter of Request</li> <li>• Letter of Complaint</li> </ul>		<p style="text-align: center;">Client Copy Client Copy</p>		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a formal letter request/complaint	1. Receive letter request/complaint	None	20 minutes	Officer-In-Charge  Licensing Officer I  License Inspector BPLO
2. Return to determine action taken/resolution of request/complaint	2. Resolve the issue	None	20 minutes	Officer-In-Charge  Licensing Officer I BPLO
<b>Total:</b>		<b>None</b>	<b>40 minutes</b>	

## 2. Issuance of Business Permit (NEW)

All business sectors are required to secure business permits before operation of their business under R.A. 7160.

<b>Office or Division:</b>	BUSINESS PERMIT AND LICENSING OFFICE
<b>Classification:</b>	Simple Complex Highly Complex
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses
<b>Who may avail:</b>	Citizen Business Clients Senior Citizen PWD Solo Parent
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p><b>NEW Business</b></p> <ul style="list-style-type: none"> <li>• Community Tax Certificate</li> <li>• Barangay Business Clearance</li> <li>• Zoning Clearance</li> <li>• D.T.I Registration (for Single Proprietor) or S.E.C. Registration (for Corporation) or C.D.A. Registration (for Cooperative)</li> <li>• Sanitary Permit</li> <li>• Contract of Lease (if rented) or Tax Declaration (if owned)</li> <li>• Fire Safety Inspection Cert.</li> <li>• CENRO Certificate</li> <li>• Occupancy Permit</li> <li>• D.O.T Accreditation (for Travel &amp; Tour</li> </ul>	<p style="text-align: center;">City Treasurer's Office</p> <p style="text-align: center;">Business Permit and Licensing Office</p> <p style="text-align: center;">Office of the City Planning and Dev't. Coord. Department of Trade and Industry (Negosyo Center-BPLO Office) /</p> <p style="text-align: center;">Security and Exchange Commission Office /</p> <p style="text-align: center;">Cooperative Development Authority Office</p> <p style="text-align: center;">City Health Office Property Owner (Lessor)</p> <p style="text-align: center;">City Assessor's Office</p> <p style="text-align: center;">Department of Bureau of Fire Protection</p> <p style="text-align: center;">City Environmental Natural Resources Office City Engineer's Office</p> <p style="text-align: center;">Department of Tourism</p>

Agency, Hotel, Resort & Restaurant)				
CLIENTS STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Application	1. Receive application and documentary requirements  2. Encode client's information to the system  3. Print Tax Order of Payment	None	15 minutes	Officer-In-Charge  License Inspector  Administrative Aide I BPLO
2. Pay the required fees	4. Receive payment  5. Issuance of Official Receipt	See Table 1.1 and 1.2 for Regulatory Fees and List of Line of Business with corresponding Mayor's Fee and Sanitary Fee depending on the line of business declared/applied	15 minutes	LRCO II  LRCO I  Casual Clerk  Budget Officer IV Treasurer's Office

3. Business Permit Release	6. Printing of business permit  7. Releasing of business permit	None	15 minutes	Officer-In-Charge License Inspector  Administrative Aide I Clerk III Administrative Aide II Metro Aide II BPLO
<b>Total:</b>		<b>See Table 1.1 and 1.2 for Regulatory Fees and List of Line of Business with corresponding Mayor's Fee and Sanitary Fee depending on the line of business declared/applied</b>	<b>45 minutes</b>	

**ARTICLE VIII - TAX ON BUSINESS**  
(Ordinance No. 2014-3404 dated December 4, 2014)

**Table 1.1 – REGULATORY FEES**

Garbage Fee	Php 5.00 per square meter (based on the working area declared)
Public Market Garbage Fee	Php200.00 Dry Good Section Php350.00 Meat& Poultry Section Php350.00 Fish Section Php350.00 Fruits and Vegetables Section Php300.00 Grocery/Sari Sari Section Php350.00 Carinderia Section
Zoning Clearance	Php100.00
Business Plate	Php200.00 Php100.00 (for Apartment and Real Estate Dealer per Unit declared)

**Table 1.2 – LIST OF LINE OF BUSINESS**

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
Advertising Agency	Contractor/Services	Php700.00	Php150.00
Amusement Device-Jukebox Machine	Amusement Places/Devices	Php300.00	Php150.00
Amusement Device-Machine / Apparatus for Visual Entertainment	Amusement Places/Devices	Php150.00	Php150.00
Amusement Place/Center	Amusement Places/Devices	Php1,100.00	Php250.00
Amusement Tax on Admission	Amusement Tax on Admission	Php0.00	Php0.00
Apartment	Real Estate Dealer/Lessor	Php210.00 per unit	Php150.00
Assaying Laboratory	Contractor/Services	Php 700.00	Php 150.00
Bagoong, Salted Fish or Dried Fish (Manufacturer)	Manufacturing (Essential)	Php 420.00	Php 250.00

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
Bakery (Manufacturer)	Manufacturing (Essential)	Php 420.00	Php 250.00
Bakery Products (Manufacturer/ Producer)	Manufacturing (Essential)	Php 420.00	Php 250.00
Bakery Products-Cake, Puto, Doughnuts and the like (Retailer)	Retailer (Non-Essential)	Php 700.00	Php 150.00
Bamboo/Lumber & its products & Nipa Shingles	Retailer (Non-Essential)	Php 700.00	Php 150.00
Banks (Commercial/Rural)	Financial/Lending Institution	Php 1,400.00	Php 250.00
Barber Shop	Contractor/Services	Php 300.00	Php 150.00
Bath House/Swimming Pool/Resort	Amusement Places/Devices	Php 1,100.00	Php 250.00
Battery Charging Shop	Contractor/Services	Php 700.00	Php 150.00
Beautician (Travelling)	Contractor/Services	Php 280.00	Php 150.00
Beauty Parlor (Manual)	Contractor/Services	Php 420.00	Php 150.00
Beauty Parlor (With Equipment)	Contractor/Services	Php 700.00	Php 150.00
Bed and /or Mattresses (Manufacturer)	Manufacturing	Php 700.00	Php 250.00
Beer and/or Soft drinks Dealer/ Distributor	Dealer/Distributor	Php 700.00	Php 250.00
Beer Retailer	Retailers (Non-Essential)	Php 700.00	Php 150.00
Beerhouse/Dance Hall	Amusement Places/Devices	Php1,100.00	Php 250.00
Betting Station (Off-Track)	Amusement Places/Devices	Php 1,100.00	Php 250.00
Beverages/Soft drinks/Refreshments (Retailer)	Retailers (Non-Essential)	Php 700.00	Php 150.00

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
Bicycle for Hire	Contractor/Services	Php 700.00	Php 150.00
Billiard/Pool Hall	Amusement Places/Devices	Php 250.00	Php 250.00
Boarding House	Boarding / Lodging	Php 280.00	Php 150.00
Body Building / Slendering Salon	Contractor/Services	Php 700.00	Php 150.00
Book Binders and Printers	Contractor/Services	Php 700.00	Php 150.00
Bookstore (Retailer)	Retailers (Non-Essential)	Php 700.00	Php 150.00
Bottles/Bottling Plant (Manufacturer)	Manufacturing	Php 700.00	Php 250.00
Bowling Alley (Automatic)	Amusement Places/Devices	Php 1,100.00	Php 250.00
Bowling Alley (Non-Automatic)	Amusement Places/Devices	Php 1,100.00	Php 250.00
Boxes (Manufacturer)	Manufacturing (Essential)	Php 420.00	Php 250.00
Boxing Contest	Amusement Places/Devices	Php 1,100.00	Php 250.00
Boxing Stadium	Amusement Places/Devices	Php 1,100.00	Php 250.00
Broker (Commercial)	Contractor/Services	Php 700.00	Php 150.00
Broker (Immigration)	Contractor/Services	Php 700.00	Php 150.00
Broker (Stock)	Contractor/Services	Php 700.00	Php 150.00
Bulldozer, Tractor or other heavy Equipment (For Hire)	Contractor/Services	Php 700.00	Php 150.00
Bus / Jeepney Operator	Contractor/Services	Php 700.00	Php 150.00
Buy and Sell	Contractor/Services	Php 700.00	Php 150.00
Cable TV Operator	Amusement Places/Devices	Php 700.00	Php 150.00

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
Café/Cafeteria	Eatery/Restaurant/Food Outlet	Php 700.00	Php 250.00
Candies (Manufacturer)	Manufacturing (Essential)	Php 420.00	Php 250.00
Canned Goods (Manufacturer)	Manufacturing (Essential)	Php 420.00	Php 250.00
Car / Motor Wash or Greasing	Contractor/Services	Php 700.00	Php 150.00
Carinderia/Eatery	Eatery/Restaurant/Food Outlet	Php 420.00	Php 250.00
Catering Services	Contractor/Services	Php 700.00	Php 250.00
Cell card/Cellphone Accessories (Retailer)	Retailers (Non – Essential)	Php 700.00	Php 150.00
Center / Shop (Services)	Contractor/Services	Php 700.00	Php 150.00
Cinematographic Film Owner	Contractor/Services	Php 700.00	Php 150.00
Circus, Carnival and the Like	Amusement Places/Devices	Php 700.00	Php 250.00
Clothes and Garments (Manufacturer)	Manufacturing (Non-Essential)	Php 1,400.00	Php 250.00
Cockpit	Amusement Places/Devices	Php 700.00	Php 250.00
Cocktail Lounge/Bar	Amusement Places/Devices	Php 700.00	Php 250.00
Coco Lumber	Retailer (Non-Essential)	Php 700.00	Php 150.00
Coconut Oil (Manufacturer)	Manufacturing	Php 420.00	Php 250.00
Cold Store (Retailer)	Retailers (Essential)	Php 170.00	Php 150.00
Collecting Agency	Contractor/Services	Php 700.00	Php 250.00
Computer Rentals/Shop	Contractor/Services	Php 700.00	Php 150.00

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
Concrete and Hollow Blocks (Manufacturer)	Manufacturing	Php 1,400.00	Php 250.00
Confectionary and Candies (Manufacturer)	Manufacturing (Non-Essential)	Php 1,400.00	Php 250.00
Construction and / or Repair Shop (Animal Drawn Carts)	Contractor/Services	Php 700.00	Php 150.00
Construction and / or Repair Shop (Bicycle / Tricycle)	Contractor/Services	Php 700.00	Php 150.00
Consultancy (Services)	Contractor/Services	Php 700.00	Php 150.00
Contractor (Rendering Services and the like)	Contractor/Services	Php 700.00	Php 150.00
Cooperative	Cooperative	Php 700.00	Php 150.00
Copra Meat (Manufacturer)	Manufacturing (Non-Essential)	Php 1,400.00	Php 250.00
Day and Night Club	Amusement Places/Devices	Php 1,100.00	Php 250.00
Delivery Trucks	Tax on Delivery Trucks & Vans	Php 500.00	Php 150.00
Delivery Trucks and Vans	Tax on Delivery Trucks & Vans	Php 500.00	Php 150.00
Dental Clinic	Hospitals/Clinic	Php 700.00	Php 250.00
Dental Supplies	Retailers (Non-Essential)	Php 700.00	Php 150.00
Distributor/Dealer (Essential)	Dealer/Distributor	Php 700.00	Php 150.00
Distributor/Dealer (Non-Essential)	Dealer/Distributor	Php 700.00	Php 150.00
Domestic Fermented Liquors (Dealer/Distributor/Retailer)	On any other business not specified	Php 700.00	Php 150.00

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
Domestic Tuba & the like (Dealer/Distributor/Retailer)	On any other business not specified	Php 700.00	Php 150.00
Domestic Wines (Dealer/Distributor/Retailer)	On any other business not specified	Php 700.00	Php 150.00
Drafting Services	Contractor/Services	Php 700.00	Php 150.00
Drugstore/Pharmacy (Retailer)	Retailers	Php560.00	Php 150.00
Dry Goods, Clothes and Textiles	Retailers (Non-Essential)	Php 560.00	Php 150.00
Edible and Vegetables Oil (Manufacturer)	Manufacturing (Non-Essential)	Php 1,400.00	Php 250.00
Electric Company (Franchise)	Franchise Tax BP	Php 700.00	Php 150.00
Electric Service Contractor	Contractor/Services	Php 700.00	Php 150.00
Electronics Spare parts (Retailer)	Retailers (Non-Essential)	Php700.00	Php150.00
Engraving Plant (Services)	Contractor/Services	Php 700.00	Php 150.00
Enterprise	Retailers (Non-Essential)	Php 700.00	Php 150.00
Export/Import	Exporter/Importer	Php 700.00	Php 250.00
Facial Center	Contractor/Services	Php 700.00	Php 150.00
Feeds/Poultry Supply (Retailer)	Retailers	Php 560.00	Php 150.00
Finance/Investment Company	Financial/Lending Institution	Php 1,400.00	Php 250.00
Fish Vendor (Retailer)	Retailers (Essential)	Php 170.00	Php 150.00
Flower and/or Handicraft Shop (Retail)	Retailers (Essential)	Php 170.00	Php 150.00
Food Caterers	Eatery/Restaurant/Food Outlet	Php700.00	Php250.00
Food Chain/Fast-food	Eatery/Restaurant/Food Outlet	Php 1,100.00	Php 250.00

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
Fruit and/or Vegetable Vendor (Retail)	Retailers (Essential)	Php 170.00	Php 150.00
Function hall	Contractor/Services	Php 700.00	Php 150.00
Funeral Service Parlor	Contractor/Services	Php 1,400.00	Php 150.00
Furniture Repair Shop	Contractor/Services	Php 700.00	Php 150.00
Furniture Retail	Retailers (Non-Essential)	Php 700.00	Php 150.00
Galvanized Iron Sheets & Aluminum Containers (Manufacturer)	Manufacturing (Non-Essential)	Php 1,400.00	Php 250.00
Gasoline Service Stations	Exempted	Php 5,600.00	Php 150.00
General Merchandise	Retailers (Non-Essential)	Php 700.00	Php 150.00
General Services	Contractor/Services	Php 700.00	Php 150.00
General Services (Ferry Service)	Contractor/Services	Php 700.00	Php 150.00
Gift Shop (Retail)	Retailers (Non-Essential)	Php 700.00	Php 150.00
Glass and / or aluminum Services	Contractor/Services	Php 700.00	Php 150.00
Goldsmith / Silversmith / Tinsmith Shop	Contractor/Services	Php 700.00	Php 150.00
Grocery (Retail)	Retailers (Non-Essential)	Php 150.00	Php 150.00
Gulaman, Buko and Juice Stands	Eatery/Restaurant/Food Outlet	Php 170.00	Php 250.00
Gun Club (Non-Stock, Non-Profit Corp.)	Amusement Places/Devices	Php 1,100.00	Php 250.00
Home Industries & Furnitures (Manufacturer)	Manufacturing (Non-Essential)	Php 1,400.00	Php 250.00
Hotel (Ordinary)	Contractor/Services	Php 1,000.00	Php 150.00
Hotel / Motel (Three-Star up)	Contractor/Services	Php 1,400.00	Php 150.00

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
Ice Cream/Refreshment Parlor	Eatery/Restaurant/Food Outlet	Php 700.00	Php 250.00
Ice, Ice Cream & Frozen Delights (Manufacturer)	Manufacturing	Php 1,400.00	Php 250.00
Imported Wines (Dealer/Distributor/Retailer)	On any other business not specified	Php 700.00	Php 150.00
Insurance (Non-Stock, Non-Profit)	Exempted	Php 700.00	Php 250.00
Insurance Agency/Company	Financial/Lending Institution	Php 700.00	Php 250.00
Interior Decorator (Services)	Contractor/Services	Php 1,400.00	Php 150.00
Jewelry Store	Retailers (Non-Essential)	Php 420.00	Php 150.00
Junk Shop	Contractor/Services	Php 700.00	Php 150.00
Laboratory Supplies	Retailers (Non-Essential)	Php 700.00	Php 250.00
Landing Barges / Freight Ships	Contractors/Services	Php 700.00	Php 150.00
Lathe Machine Shop	Contractors/Services	Php 700.00	Php 150.00
Laundry Shop	Contractors/Services	Php 700.00	Php 250.00
Leaf Tobacco Dealer (Retailer)	Retailer (Non-Essential)	Php 700.00	Php 150.00
Leaf Tobacco Dealer (Wholesale)	Dealer/Distributor	Php 700.00	Php 150.00
LechonBaboy/Manok/Liempo (Retailer)	Retailer (Non-Essential)	Php 170.00	Php 150.00
Lending Investor (Savings/Loan)	Financial/Lending Institution	Php 700.00	Php 250.00
Lessor (Contractor)	Contractor/Services	Php 700.00	Php 150.00
Locksmith	Contractor/Services	Php 700.00	Php 150.00
Lotto Outlet	Amusement Places/Devices	Php 1,100.00	Php 250.00
LPG Gas Dealer	Dealer/Distributor	Php 700.00	Php 150.00

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
LPG Gas Retailer	Retailers (Non-Essential)	Php 700.00	Php 150.00
Lubricating Oils & Oil By-Products	Retailers (Non-Essential)	Php 700.00	Php 150.00
Lumber/Wood & Construction Materials (All kinds)	Retailers (Non-Essential)	Php 1,400.00	Php 150.00
Manufacturing (Essentials)	Manufacturing (Essential)	Php 420.00	Php 150.00
Manufacturing (Non-Essentials)	Manufacturing (Non-Essential)	Php 1,400.00	Php 150.00
Marketing Agency	Contractor/Services	Php 700.00	Php 150.00
Meat Vendor (Chicken/Pork) Retailer	Retailers (Essential)	Php 170.00	Php 150.00
Medical Clinic	Hospitals/Clinics	Php 700.00	Php 250.00
Money Shops (Foreign Exchange Dealer)	Financial/Lending Institution	Php 700.00	Php 250.00
Money Transfer Services	Contractor/Services	Php 700.00	Php 150.00
Motels / Inn / Pension House	Contractor/Services	Php 700.00	Php 150.00
Motorized Tricycle-Common Carriers	NONE	0	0
Non-Stock / Non-profit Organization	Contractor/Services	Php 700.00	Php 150.00
Office Rental	Contractor/Services	Php 700.00	Php 150.00
Off-Track Betting Station	Amusement Places/Devices	Php 1,100.00	Php 250.00
Optical Clinic	Contractor/Services	Php 700.00	Php 250.00
Packing Services	Contractor/Services	Php 700.00	Php 150.00
Painting Shop	Contractor/Services	Php 700.00	Php 150.00
Parking Lot	Contractor/Services	Php 700.00	Php 150.00
Party needs (Contractor)	Contractor/Services	Php 700.00	Php 150.00

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
Pawnshops	Financial/Lending Institution	Php 700.00	Php 250.00
Peddler	Peddler	Php 260.00	Php 150.00 / # of trucks
Peddler (Individual)	Peddler	Php 0.00	Php 0.00
Pest Control (Services)	Contractor/Services	Php 700.00	Php 150.00
Pet shop	Retailers (Non-Essential)	Php 700.00	Php 150.00
Photographic Studio	Contractor/Services	Php 700.00	Php 150.00
Piggery (Wholesaler/Dealer/Distributor)	Wholesaler	Php 700.00	Php 250.00
Plastic lamination	Contractor/Services	Php 700.00	Php 150.00
Plating Shop	Contractor/Services	Php 700.00	Php 150.00
Plumbing Installation	Contractor/Services	Php 700.00	Php 150.00
Poultry (Dealer/Distributor)	Wholesaler (Essential)	Php 170.00	Php 250.00
Printing/Perma Press Establishment	Printing & Publication Tax	Php 700.00	Php 150.00
Private Cemetery/Memorial Park (Commercial)	Private Institution	Php 700.00	Php 250.00
Private Cemetery/Memorial Park (Family Use)	Private Institution	Php 700.00	Php 250.00
Private Hospitals	Hospital/Clinics	Php 700.00	Php 250.00
Private School/Educational Institution	Learning Institution	Php 210.00	Php 250.00
Privately-Owned Public Market	Private Market/Shopping Center	Php 700.00	Php 250.00
Professional Services	Contractor/Services	Php 700.00	Php 150.00
Public Hospital	Hospital/Clinics	Php 0.00	Php 150.00
Public Warehouse / Bodega	Contractor/Services	Php 700.00	Php 250.00

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
Race Track	Amusement/Places Devices	Php 1,100.00	Php 250.00
Real Estate Dealer/Lessor	Real Estate Dealer/Lessor	Php 1,400.00	Php 150.00
Real Estate Dealer/Lessor (Lot Only)	Real Estate Dealer/Lessor	Php 1,400.00	Php 0.00
Recapping and / or Battery charging Center	Contractor/Services	Php 700.00	Php 150.00
Recopying and Duplicating Services	Contractor/Services	Php 700.00	Php 150.00
Recruiting Agency	Contractor/Services	Php 700.00	Php 150.00
Rectifiers	Manufacturing (Non-Essential)	Php 1,400.00	Php 150.00
Religious Sector/Institution	Private Institutions	Php 700.00	Php 150.00
Repacker	Retailers (Non-Essential)	Php 1,400.00	Php 150.00
Repair of Ship / Other Similar Vessels	Contractor/Services	Php 700.00	Php 150.00
Repair Shop (Electronic, Motor, and the Like)	Contractor/Services	Php 700.00	Php 150.00
Restaurant/Bar	Eatery/Restaurant/Food Outlet	Php 1,100.00	Php 250.00
Retailer (Essentials)	Retailers (Essential)	Php 700.00	Php 150.00
Retailer (Non-Essentials)	Retailers (Non-Essential)	Php 700.00	Php 150.00
Rice Retailer	Retailers (Essential)	Php 280.00	Php 150.00
Rolling Store	Eatery/Restaurant/Food Outlet	Php 170.00	Php 250.00
Roving/Ambulant Barbers	On any other business not specified	Php 150.00	Php 0.00
RTW/Shoes/Bags (Surplus) Retailer	Retailers (Non-Essential)	Php 560.00	Php 150.00

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
Sari Sari Store	Retailers (Non-Essential)	Php 120.00	Php 150.00
School & Office Supplies (Retailer)	Retailers (Non-Essential)	Php 700.00	Php 150.00
Securities and Foreign Exchange Dealers	Financial/Lending Institution	Php 700.00	Php 250.00
Security Agency (Services)	Contractor/Services	Php 700.00	Php 150.00
Shoe Repair Shop	Contractor/Services	Php 700.00	Php 150.00
Shoe/Footwear Shop Retailer	Retailers (Non-Essential)	Php 700.00	Php 150.00
Skating Rink	Amusement Places/Devices	Php 1,100.00	Php 250.00
Smelting Plant Shop	Contractor/Services	Php 700.00	Php 150.00
Soap and Cosmetics (Manufacturer)	Manufacturing	Php 700.00	Php 250.00
Soda Fountain Bar	Amusement Places/Devices	Php 700.00	Php 250.00
Spare Parts (Bicycle/Tricycle) Retailer	Retailers (Non-Essential)	Php 560.00	Php 150.00
Special Permit (Clinic-GOCC)	Exempted	Php 0.00	Php 150.00
Steel and Iron Products	Manufacturing	Php 500.00	Php 250.00
Steel and Iron Products (Manufacturer)	Manufacturing (Non-Essential)	Php 700.00	Php 250.00
Stock markets/Stockbrokers	Financial/Lending Institution	Php 700.00	Php 250.00
Subdivision Operator	Real Estate Dealer/Lessor	Php 1,400.00	Php 150.00
Tailor / Dress Shop	Contractor/Services	Php 700.00	Php 150.00
Telecommunication	Franchise Tax B-P	Php 700.00	Php 150.00
Telecommunication (Cell Site)	Telecommunication	Php 700.00	Php 150.00
Textile (Retailer)	Retailer (Non-Essential)	Php 700.00	Php 150.00

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
Theaters and Cinema Houses (Non-Air Conditioned)	Amusement Places/Devices	Php 1,100.00	Php 250.00
Tobacco Dealer (Retailer)	Retailer (Non-Essential)	Php 700.00	Php 250.00
Tobacco Dealer (Wholesaler)	Dealer/Distributor	Php 700.00	Php 150.00
Trading (Dealer/Distributor)	Dealer/Distributor	Php 700.00	Php 150.00
Travel Agency	Contractor/Services	Php 700.00	Php 150.00
Trucking Services	Contractor/Services	Php 700.00	Php 150.00
Typesetting Services	Printing & Publication Tax	Php 700.00	Php 150.00
Upholstery Shop	Contractor/Services	Php 700.00	Php 150.00
Vaciador Shop	Contractor/Services	Php 700.00	Php 150.00
Video and / or Audio Rental Shop	Contractor/Services	Php 700.00	Php 150.00
Video Sales (Retail)	Retailers (Non-Essential)	Php 700.00	Php 150.00
Video house Operator (Fixed)	Amusement Places/Devices	Php 1,100.00	Php 150.00
Video house Operator (Itinerant)	Amusement Places/Devices	Php 1,100.00	Php 150.00
Videoke Machine Operator	Amusement Places/Devices	Php 1,100.00	Php 150.00/unit
Vulcanizing Shop	Contractor/Services	Php 700.00	Php 150.00
Watch Repair Shop	Contractor/Services	Php 700.00	Php 150.00
Water Company (Franchise)	Franchise Tax-BP	Php 700.00	Php 150.00
Water Refilling Station	Dealer/Distributor	Php 700.00	Php 150.00
Water Services (Repair/Installation)	Contractor/Services	Php 700.00	Php 150.00
Wholesaler (Essential)	Wholesaler (Essential)	Php 700.00	Php 250.00

<b>LINE OF BUSINESS</b>	<b>CATEGORY</b>	<b>MAYOR'S FEE</b>	<b>SANITARY FEE</b>
Wholesaler (Non-Essential)	Wholesaler (Non-Essential)	Php 700.00	Php 250.00
Wine, Liquors and Distilled Spirit Compounders	Wholesaler	Php 0.00	Php 150.00

### 3. Issuance of Business Permit (RENEWAL)

All business permits must be renewed on or before January 20 of the following year. Failure to renew within the time required shall subject the Taxpayer to a Surcharge of 25% of the amount of taxes, fees or charges due, plus an interest of 14% per annum of the unpaid taxes, fees or charges including surcharges.

<b>Office or Division:</b>	BUSINESS PERMIT AND LICENSING OFFICE		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses		
<b>Who may avail:</b>	Citizen Business Clients Senior Citizen PWD Solo Parent		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Mayor's Permit</li> <li>• Barangay Business Clearance</li> <li>• Sanitary Permit</li> <li>• Fire Safety Inspection Certificate</li> <li>• Annual Inspection</li> <li>• CENRO Certificate or Public Market Certificate</li> <li>• Sworn Statement of Annual Gross Sales Receipt, Income Tax Return or Financial Statement</li> </ul>		<p style="text-align: center;">Owner's Copy Business Permit and Licensing Office</p> <p style="text-align: center;">City Health Office Department of Bureau of Fire Protection</p> <p style="text-align: center;">City Engineer's Office City Environmental Natural Resources Office Public Market Administrator's Office Bureau of Internal Revenue (BIR)</p>	

<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up application	<p>1. Receive clearances and documentary requirements</p> <p>2. Assess the Client's Annual Gross Sales Receipt for the preceding calendar year</p> <p>3. Print Application and Tax Order of Payment</p>	None	15 minutes	<p>Administrative Aide I</p> <p>Officer-In-Charge</p> <p>Licensing Officer I</p> <p>License Inspector</p> <p>BPLO</p>
2. Pay the required fees	<p>4. Receive payment</p> <p>5. Issuance of Official Receipt and Community Tax Certificate (CTC)</p>	<p>See Table 1.2 and Table 2.1 to 2.6 for corresponding Regulatory Fees and computation of Business Tax depending on the line of business declared</p> <p>CTC - as per Gross Sales Receipts</p>	15 minutes	<p>LRCO II</p> <p>LRCO I</p> <p>Casual Clerk</p> <p>Budget Officer IV Treasurer's Office</p>
3. Business Permit Release	6. Printing of business permit	None	15 minutes	<p>Officer-In-Charge</p> <p>License Inspector</p>

	7. Releasing of business permit			Administrative Aide I  Clerk III Administrative Aide II  Metro Aide II BPLO
<b>Total:</b>		<p><b>See Table 1.2 and Table 2.1 to 2.6 for</b></p> <p><b>corresponding Regulatory Fees and computation of Business Tax depending on the line of business declared</b></p> <p><b>CTC - as per Gross Sales Receipts</b></p>	<b>45 minutes</b>	

**Table 2.1 – Regulatory Fees for Renewal**

Garbage Fee	Php5.00 per square meter (based on the working area declared)
Public Market Garbage Fee	Php200.00 Dry Good Section Php350.00 Meat & Poultry Section Php350.00 Fish Section
Public Market Garbage Fee	Php 350.00 Fruits and Vegetables Section Php300.00 Grocery/Sari Sari Section Php350.00 Carinderia Section
Zoning Clearance	Php100.00
Business Plate	Php200.00 Php100.00 (for Apartment and Real Estate Dealer per Unit declared)
Annual Inspection Fee (for Apartment and Real Estate Dealer/Lessor)	Php120.00/unit Building Fee Php 200.00/unit Electrical Fee Php60.00/unit Plumbing Fee Php36.00 or Php 72.00 Signage/Billboard

**TABLE 2.2 – MANUFACTURERS**

Ordinance No. 2014-3404, Article VIII, Section 67(a)

On Manufacturers, Assemblers, Repackers, Processors, Brewers, Distillers, Rectifiers and Compounders of Liquors, distilled spirits and wines or manufacturers of any articles of commerce of whatever kind or nature, in accordance with the following schedule:

With Gross Sales or Receipts for the preceding Calendar Year	Amount of Tax Per Annum	
	Essential	Non-Essential
In the amount of less than Php 10,000.00	Php173.25	Php346.50
Php10,000.00 or more but less than Php15,000.00	Php231.00	Php462.00
Php15,000.00 or more but less than Php20,000.00	Php317.10	Php634.20
Php20,000.00 or more but less than Php30,000.00	Php462.00	Php924.00

With Gross Sales or Receipts for the preceding Calendar Year	Amount of Tax Per Annum	
	Essential	Non-Essential
Php30,000.00 or more but less than Php 40,000.00	Php693.00	Php1,386.00
Php40,000.00 or more but less than Php 50,000.00	Php866.00	Php1,732.00
Php50,000.00 or more but less than Php 75,000.00	Php1,386.00	Php2,772.00
Php75,000.00 or more but less than Php100,000.00	Php1,732.50	Php3,465.00
Php100,000.00 or more but less than Php 150,000.00	Php2,310.00	Php4,620.00
Php150,000.00 or more but less than Php 200,000.00	Php2,887.50	Php5,775.00
Php200,000.00 or more but less than Php300,000.00	Php4,042.50	Php8,085.00
Php300,000.00 or more but less than Php 500,000.00	Php5,775.00	Php11,550.00
Php500,000.00 or more but less than Php 750,000.00	Php8,400.00	Php16,800.00
Php750,000.00 or more but less than Php 1,000,000.00	Php10,500.00	Php21,000.00
Php1,000,000.00 or more but less than Php2,000,000.00	Php14,438.20	Php28,876.40
Php2,000,000.00 or more but less than Php3,000,000.00	Php17,325.00	Php34,650.00
Php3,000,000.00 or more but less than Php4,000,000.00	Php20,790.00	Php41,580.00
Php4,000,000.00 or more but less than Php5,000,000.00	Php24,255.00	Php48,510.00
Php5,000,000.00 or more but less than Php6,000,000.00	Php25,593.75	Php51,187.50

Php6,000,000.00 or more... At a rate not exceeding 78.75% of 1%
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**TABLE 2.3 – WHOLESALER, DISTRIBUTOR/DEALER**

Ordinance No. 2014-3404, Article VIII, Section 67(b)

On Wholesaler, Distributors or Dealer in any articles of commerce of whatever kind or nature in accordance with the following schedule:

With Gross Sales or Receipts for the preceding Calendar Year	Amount of Tax Per Annum	
	Essential	Non-Essential
In the amount of less than Php 1,000.00	Php18.90	Php37.80
Php1,000.00 or more but less than Php2,000.00	Php34.65	Php69.30
Php2,000.00 or more but less than Php3,000.00	Php52.50	Php105.00
Php3,000.00 or more but less than Php4,000.00	Php75.60	Php151.20
Php4,000.00 or more but less than Php 5,000.00	Php105.00	Php210.00
Php5,000.00 or more but less than Php 6,000.00	Php127.05	Php254.10
Php6,000.00 or more but less than Php7,000.00	Php150.15	Php300.30
Php7,000.00 or more but less than Php8,000.00	Php173.25	Php346.50
Php8,000.00 or more but less than Php10,000.00	Php196.35	Php392.70
Php10,000.00 or more but less than Php15,000.00	Php231.00	Php462.00
Php15,000.00 or more but less than Php20,000.00	Php288.75	Php577.50

With Gross Sales or Receipts for the preceding Calendar Year	Amount of Tax Per Annum	
	Essential	Non-Essential
Php20,000.00 or more but less than Php30,000.00	Php346.50	Php693.00
Php30,000.00 or more but less than Php40,000.00	Php462.00	Php924.00
Php40,000.00 or more but less than Php50,000.00	Php693.00	Php1,386.00
Php50,000.00 or more but less than Php75,000.00	Php1,039.50	Php2,079.00
Php75,000.00 or more but less than Php100,000.00	Php1,386.00	Php2,772.00
Php100,000.00 or more but less than Php150,000.00	Php1,963.50	Php3,927.00
Php150,000.00 or more but less than Php200,000.00	Php2,541.00	Php5,082.00
Php200,000.00 or more but less than Php300,000.00	Php3,465.00	Php6,930.00
Php300,000.00 or more but less than Php500,000.00	Php4,620.00	Php9,240.00
Php500,000.00 or more but less than Php750,000.00	Php6,930.00	Php13,860.00
Php750,000.00 or more but less than Php1,000,000.00	Php9,240.00	Php18,480.00
Php1,000,000.00 or more but less than Php2,000,000.00	Php10,500.00	Php21,000.00
Php2,000,000.00 or more... At a rate not exceeding 1.05%		

**TABLE 2.4 – ON RETAILERS**

Ordinance No. 2014-3404, Article VIII, Section 67(d)

With Gross Sales or Receipts for the Preceding Calendar Year	Amount of Tax Per Annum	
	Essential	Non-Essential
In the amount of Php400,000.00 or less	1.50%	3.00%
More than Php400,000.00	0.75%	1.50%

**TABLE 2.5 – CONTRACTORS**

Ordinance No. 2014-3404, Article VIII, Section 67(e)

On Contractors and other independent Contractors in Accordance with the following schedule:

With Gross Sales or Receipts for the preceding Calendar Year	Amount of Tax Per Annum
In the amount of less than Php5,000.00	Php57.75
Php5,000.00 or more but less than Php10,000.00	Php129.36
Php10,000.00 or more but less than Php15,000.00	Php219.45
Php15,000.00 or more but less than Php20,000.00	Php346.50
Php20,000.00 or more but less than Php30,000.00	Php577.50
Php30,000.00 or more but less than Php40,000.00	Php808.50
Php40,000.00 or more but less than Php50,000.00	Php1,155.00
Php50,000.00 or more but less than Php75,000.00	Php1,848.00
Php75,000.00 or more but less than Php100,000.00	Php2,772.00

With Gross Sales or Receipts for the preceding Calendar Year	Amount of Tax Per Annum
Php100,000.00 or more but less than Php150,000.00	Php4,158.00
Php150,000.00 or more but less than Php200,000.00	Php5,544.00
Php200,000.00 or more but less than Php250,000.00	Php7,623.00
Php250,000.00 or more but less than Php300,000.00	Php9,702.00
Php300,000.00 or more but less than Php400,000.00	Php12,936.00
Php400,000.00 or more but less than Php500,000.00	Php17,325.00
Php500,000.00 or more but less than Php750,000.00	Php19,425.00
Php750,000.00 or more but less than 1,000,000.00	Php21,525.00
Php1,000,000.00 or more but less than 2,000,000.00	Php24,150.00
Php2,000,000.00 or more... At a rate not exceeding 1.2075%	

**TABLE 2.6 – BANKS AND OTHER FINANCIAL INSTITUTIONS**

Ordinance No. 2014-3404, Article VIII, Section 67(f)

On Banks and other Financial Institutions at a rate not exceeding seventy-five percent of one percent (75% of 1%) on the gross receipts of the preceding calendar year derived from interest, commission and discounts from lending activities, income from financial leasing, dividends, rental on property and profit from exchange or sale or property, insurance premiums.

With Gross Sales or Receipts for the Preceding Calendar Year	Amount of Tax Per Annum
Bank (Commercial/Rural), Finance/Investment Company, Insurance Agency Company, Lending Investor (Savings/Loan), Money Shop (Foreign Exchange Dealer), Pawnshops, Securities and Foreign Exchange Dealers, Stock markets/Stockbrokers,	7.5% of 1%

#### 4. Issuance of Employment Working Permit

Ensure all working staff of certain business establishment secure employment working permit, such as Restaurant, Fast Food, Tailoring, Grocery, etc.

<b>Office or Division:</b>	BUSINESS PERMIT AND LICENSING OFFICE	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizens	
<b>Who may avail:</b>	Citizen Business Clients Senior Citizen PWD Solo Parent	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Community Tax Certificate</li> <li>• Health Card Certificate</li> <li>• Barangay Clearance</li> <li>• Police Clearance</li> <li>• PSA Birth Certificate (for GRO)</li> <li>• 2 pcs. 1 x 1 picture</li> <li>• Official Receipt</li> </ul>	<p style="text-align: center;">City Treasurer's Office City Health Office Barangay Hall Philippine National Police Station Philippines Statistic Authority Office (PSA)</p> <p style="text-align: center;">Applicant's Copy City Treasurer's Office</p>	

<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up Application	1. Receive application and documentary requirements  2. Encode client's information to the system	None	10 minutes	Officer-In-Charge  Licensing Officer I  Clerk III  Administrative Aide II  Administrative Aide I BPLO
2. Proceed to payment section	3. Process the payment 4. Issuance of Official Receipt	See Table 3.1 of Employment Working Permit Rates (Ordinance No. 2014-3404 Dated 12-04-2014)	10 minutes	LRCO II  LRCO I  Casual Clerk  Budget Officer IV Treasurer's Office
3. Present Official Receipt and Releasing of Working Permit	5. Receive the Official Receipt  6. Print and release of Employment Working Permit	None	10 minutes	Officer-In-Charge  Licensing Officer I  Metro Aide II BPLO
<b>Total:</b>		<b>See Table 3.1 of Employment Working Permit Rates</b>	<b>30 minutes</b>	

**Table 3.1 Article XXII-Employment Working Permit Rates  
(Ordinance No. 2014-3404 Dated 12-04-2014)**

Section 318- <b>Category A</b>	<b>Php100.00</b>
<ol style="list-style-type: none"> <li>1. Allocator</li> <li>2. Bagger</li> <li>3. Bellboy</li> <li>4. Bookkeeper</li> <li>5. Caller</li> <li>6. Card seller</li> <li>7. Carwash Boy</li> <li>8. Checker</li> <li>9. Clerk</li> <li>10. Computer Attendant</li> <li>11. Dishwasher</li> <li>12. Displayer</li> <li>13. DJ</li> <li>14. Driver</li> <li>15. Fiberglass Maker</li> <li>16. Film Operator</li> <li>17. Food handler</li> <li>18. Food server</li> <li>19. Freeze man</li> <li>20. Gasoline Boy</li> <li>21. Goldsmith</li> <li>22. Helper</li> <li>23. Houseman</li> <li>24. Janitor/Janitress</li> <li>25. Kitchen Staff</li> <li>26. Laundry Woman/Man</li> <li>27. Lubeman</li> <li>28. Manicurist</li> <li>29. Massage Attendant</li> <li>30. Medical Orderly</li> <li>31. Mechanic</li> <li>32. Operator (Sound/Xerox)</li> <li>33. Painter</li> <li>34. Photocopier Operator</li> <li>35. Processor</li> <li>36. Quality Controller</li> <li>37. Repacker</li> <li>38. Refiller</li> <li>39. Sales Clerk</li> </ol>	

Section 318- <b>Category A</b>	<b>Php100.00</b>
<ul style="list-style-type: none"> <li>40. Salesman/Saleslady</li> <li>41. Sales Staff</li> <li>42. Secretary</li> <li>43. Security Guard</li> <li>44. Sewer</li> <li>45. Stockman</li> <li>46. Tailor</li> <li>47. Usherette</li> <li>48. Utility</li> <li>49. Vendor</li> <li>50. Water Refiller</li> <li>51. And other similar employment positions</li> </ul>	
Section 319- <b>Category B</b>	<b>Php150.00</b>
<ul style="list-style-type: none"> <li>1. Assistant Pharmacy</li> <li>2. Assistant Cook</li> <li>3. Barber</li> <li>4. Beautician</li> <li>5. Bet Taker</li> <li>6. Butcher</li> <li>7. Cashier</li> <li>8. Chief Cook</li> <li>9. Cook</li> <li>10. Counter Personnel</li> <li>11. Customer Assistant</li> <li>12. Customer Relation/Representative</li> <li>13. Customer Service Relation</li> <li>14. Delivery Rider</li> <li>15. Foot Spa Attendant</li> <li>16. Gaffer</li> <li>17. Gym Instructor</li> <li>18. Hairdresser</li> <li>19. Liaison Officer</li> <li>20. Massage Therapist</li> <li>21. Medical Secretary</li> <li>22. Merchandizer</li> <li>23. Office Staff</li> <li>24. Office Clerk</li> <li>25. Pawnshop Personnel</li> <li>26. Promoter of Cockfighting</li> <li>27. Referee</li> </ul>	

<b>Section 319-Category B</b>	<b>Php150.00</b>
28. Sales Coordinator 29. Sentenciador 30. Service Crew 31. Tailor 32. Tutorial 33. Waitress/Waiter 34. Watch Repairman 35. Consultant 36. And other similar employment positions	
<b>Section 320-Category C</b>	<b>Php200.00</b>
1. Appraiser 2. Asst. Appraiser 3. Asst. Manager 4. Baker 5. Dietician 6. Loan Officer 7. And other similar employment positions	

## 5. Issuance of Certification on Retirement from Business

Operators of business establishments are required to register the retirement of its business so as to update records. Failure to do so on the part of the owner would constitute tax deficiency in business tax payment.

<b>Office or Division:</b>	BUSINESS PERMIT AND LICENSING OFFICE
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses
<b>Who may avail:</b>	Citizen Business Clients Senior Citizen PWD Solo Parent

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> <li>• Mayors/Business Permit (if Loss – attached Affidavit of Loss)</li> <li>• Business Plate</li> <li>• Barangay Certification for Business Closure</li> </ul>		<p>Owner's Copy</p> <p>Owner's Copy Barangay Hall</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applying for Business Retirement	1. Prepare Inspection Form for ocular inspection	None	10 minutes	Licensing Officer I  Administrative Aide I BPLO
2. Wait for Ocular Inspection	2. Site Inspection	None	30 minutes	License Inspector BPLO
3. Secure Inspection Report	3. Prepare an inspection report  4. Release Inspection report	None	10 minutes	License Inspector BPLO
4. Proceed to Assessment and secure Tax Order of Payment	5. Receive documentary requirements and assessment  6. Prepare Notice of Retirement from Business	None	20 minutes	Officer-In-Charge  Licensing Officer I  Clerk III  Administrative Aide II  Administrative Aide I BPLO

5. Pay the corresponding business tax for closure	7. Receive Tax Order of Payment  8. Process the payment	See Table 2.2 to Table 2.6 for the computation	10 minutes	LRCO II LRCO I Casual Clerk Budget Officer IV Treasurer's Office
6. Receive copy of Notice of Retirement from Business	9. Release copy of Notice of Retirement from business  10. File	None	10 minutes	Metro Aide II
<b>Total:</b>		<b>See Table 2.2 to Table 2.6 for the computation</b>	<b>1 hour and 30 minutes</b>	

## 6. Issuance of Certificate of Change of Ownership

When there is change of ownership in case the business has been sold or transferred.

<b>Office or Division:</b>	BUSINESS PERMIT AND LICENSING OFFICE
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses
<b>Who may avail:</b>	Citizen Business Clients Senior Citizen PWD Solo Parent

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> <li>• Affidavit of Transfer of Rights</li> <li>• Business Permit</li> <li>• D.T.I. Registration</li> <li>• Contract of Lease (If rented)</li> <li>• Tax Declaration (if owned)</li> <li>• Request Form</li> </ul>		<p style="text-align: center;">Business Owner</p> <p style="text-align: center;">Business Owner Department of Trade and Industry (Negosyo Center-BPLO Office) Property Owner (Lessor)</p> <p style="text-align: center;">Assessor's Office Business Permit and Licensing Office</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for change of ownership	1. Receive required documents  2. Prepare Transfer of Ownership and Print Order of Payment	None	20 minutes	Licensing Officer I Clerk III Administrative Aide II Administrative Aide I BPLO
2. Pay the corresponding fee	3. Receive Order of Payment  4. Process the payment  5. Issuance of Official Receipt	PhP 100.00 Ordinance No. 2014-3404	20 minutes	LRCO II  LRCO I  Casual Clerk  Budget Officer IV Treasurer's Office
3. Present official receipt to BPLO	6. Receive the official receipt and request documents  7. Sign the requested documents	None	20 minutes	Officer-In-Charge  City Mayor or City Administrator

4. Receive new copy of the Business Permit	8. Print the new Business Permit 9. Release the new copy of Business Permit	None	20 minutes	Administrative Aide I Clerk III Administrative Aide II Metro Aide II BPLO
<b>Total:</b>		<b>Php 100.00</b>	<b>1 hour and 20 minutes</b>	

## 7. Issuance of Certificate of Change of Business Name

When name of business is changed.

<b>Office or Division:</b>	BUSINESS PERMIT AND LICENSING OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses			
<b>Who may avail:</b>	Citizen Business Clients Senior Citizen PWD Solo Parent			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>D.T.I. Registration</li> <li>Business Permit</li> <li>Request Form</li> </ul>		Department of Trade and Industry (Negosyo Center-BPLO Office) Business Owner Business Permit and Licensing Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a request for change of business name	1. Receive required documents	None	20 minutes	Officer-In-Charge Licensing Officer I Administrative Aide I BPLO

	2. Prepare Transfer of Business Name and Print Order of Payment			Licensing Officer I Clerk III Administrative Aide II Administrative Aide I BPLO
2. Pay the corresponding fee	3. Receive Order of Payment 4. Process the payment 5. Issuance of Official Receipt	Php100.00 Ordinance No. 2014-3404	20 minutes	LRCO II  LRCO I  Casual Clerk  Budget Officer IV Treasurer's Office
3. Present Official receipt to BPLO	6. Receive the required documents 7. Sign the requested documents	None	20 minutes	Officer-In-Charge  City Mayor  City Administrator
4. Receive the new copy of Business permit	8. Print the new Business Permit  9. Release the new Business Permit	None	20 minutes	Licensing Officer I  Clerk III  Administrative Aide II  Administrative Aide I Metro Aide II BPLO
<b>Total:</b>		<b>Php 100.00</b>	<b>1 hour and 20 minutes</b>	

## 8. Issuance of Certificate of Change of Business Address

All addresses must accordingly be changed in case the business establishment transfers to one place to another.

<b>Office or Division:</b>	BUSINESS PERMIT AND LICENSING OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses			
<b>Who may avail:</b>	Citizen Business Clients Senior Citizen PWD Solo Parent			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Business Permit</li> <li>• Barangay Business Clearance</li> <li>• Contract of Lease (if rented)</li> <li>• Tax Declaration (if owned)</li> <li>• Request Form</li> </ul>		<p style="text-align: center;">Business Owner Barangay Hall</p> <p style="text-align: center;">Property Owner (Lessor)</p> <p style="text-align: center;">Assessor's Office Business Permit and Licensing Office</p>		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a request for change of business address	1. Receive required documents  2. Prepare Transfer of Business Address and Print Order of Payment	None	20 minutes	Officer-In-Charge Licensing Officer I Clerk III Administrative Aide II Administrative Aide I BPLO

2. Pay the corresponding fee	3. Received Order of Payment 4. Process the payment 5. Issuance of Official Receipt	Php100.00 Ordinance No. 2014-3404	20 minutes	LRCO II LRCO I Casual Clerk Budget Officer IV Treasurer's Office
3. Present Official receipt to BPLO	6. Receive Official receipt and request documents 7. Sign the requested document	None	20 minutes	Officer-In-Charge City Mayor City Administrator
4. Receive the new copy of Business permit	8. Print and Release new Business Permit	None	20 minutes	Licensing Officer I Administrative Aide I Clerk III Administrative Aide II Metro Aide II BPLO
<b>Total:</b>		<b>Php 100.00</b>	<b>1 hour and 20 minutes</b>	

### 9. Issuance of Certified Copies of Forms and Permits

Certified copies of above stated document are usually secured for special cases or purposes.

<b>Office or Division:</b>	BUSINESS PERMIT AND LICENSING OFFICE
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses

<b>Who may avail:</b>	Citizen Business Clients Senior Citizen PWD Solo Parent			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Original Business Permit</li> <li>• Identification Card (I.D.)</li> </ul>		Owner' Copy Requesting Person		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Fill-up request slip	1. Receive request slip  2. Search and retrieve the duplicate copy from file  3. Photocopy the duplicate copy of business permit  4. Prepare Order of Payment	None	20 minutes	Officer-In-Charge Licensing Officer I Clerk III Administrative Aide II Administrative Aide I BPLO
2. Pay the corresponding fee	5. Receive Order of Payment  6. Process the payment  7. Issuance of Official Receipt	Certified Copy Fee- Php100.00  Documentary Stamp- Php30.00  (Ordinance No.-2014-3404)	20 minutes	LRCO II  LRCO I  Casual Clerk  Budget Officer IV Treasurer's Office
3. Receive Certified copy	8. Receive Official receipt	None		Officer-In-Charge

of Business Permit	9. Sign the Certified Copy of Business Permit  10. Release certified copy of forms and permits		20 minutes	Metro Aide II BPLO
<b>Total:</b>		<b>PhP 130.00</b>	<b>1 hour</b>	

## 10. Issuance of Certifications

- No existing Business permits
- Existing Business permit
- Certification for Business Closure
  - Certification issued is usually secured for special cases or purposes

<b>Office or Division:</b>	BUSINESS PERMIT AND LICENSING OFFICE	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses	
<b>Who may avail:</b>	Citizen Business Clients Senior Citizen PWD Solo Parent	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Barangay Clearance</li> <li>• Community Tax Certificate</li> </ul>		Barangay Hall City Treasurer's Office

<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Fill-up request slip	1. Receive request slip 2. Search from database 3. Prepare Order of payment	None	20 minutes	Officer-In-Charge License Inspector Licensing Officer I Clerk III Administrative Aide II Administrative Aide I BPLO
2. Pay the corresponding fee	4. Received Order of Payment 5. Process the payment 6. Issuance of Official Receipt	Certification Fee - Php100.00  Documentary Stamp- Php30.00  (Ordinance No.-2014-3404)	20 minutes	LRCO II  LRCO I  Casual Clerk  Budget Officer IV Treasurer's Office
3. Receive Certification	7. Receive Official receipt 8. Sign the Certification 9. Release Certification	None	20 minutes	Officer-In-Charge      Metro Aide II BPLO
<b>Total:</b>		<b>PhP 130.00</b>	<b>1 hour</b>	

### 11. Issuance of Notice of Violation

Conduct Ocular Inspection in different barangay for the purpose of verifying the business permits. Client should present the Notice of Violation to Business Permit and Licensing Office.

<b>Office or Division:</b>	BUSINESS PERMIT AND LICENSING OFFICE
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses

<b>Who may avail:</b>	Citizen Business Clients Senior Citizen PWD Solo Parent			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Notice of Violation</li> </ul>		Business Permit and License Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Notice of Violation served	1. Receive Notice of Violation  2. Talk to the client explaining the requirements needed in securing business permit	None	20 minutes	Officer-In-Charge License Inspector Administrative Aide II Licensing Officer I Administrative Aide I Clerk III BPLO
<b>Total:</b>		<b>None</b>	<b>20 minutes</b>	