

Service Name:	ISSUANCE OF BUSINESS /MAYOR'S PERMIT
Office of Division:	Office of the Municipal Mayor
Classification:	Simple
Type of Transaction:	Government to Business
Who may avail:	Business Owner's /Operator's with Gross Receipts

CHECK LIST OF REQUIREMENTS		WHERE TO SECURE
1. Fill-Up the Unified Application Form		BPLO-Office of the Municipal Mayor
a. New Business Registration		
	a.1 Barangay Business Clearance	Office of the Sangguniang Barangay where the business located
	a.2 DTI (Sole Proprietorship) SEC Registration (Corporation) CDA Registration (Cooperative)	DTI Office - Sentrong Pangkabuhayan Security and Exchange Commission Cooperative Development Authority
	a.3 Occupancy Permit	Office of the Municipal Engineer
	a.4 Sanitary Permit	Office of the Municipal Health
	a.5 Leased of Contract If Lessee	Owner's Photocopy
b. Renewal of Business Permit		
	b.1 Barangay Business Clearance	Office of the Sangguniang Barangay where the business located
	b.2 Sanitary Permit	Office of the Municipal Health

	b.3 Proof of Annual Gross Sales/Income preceding year	
	b5.1 Audited Financial Statement	
	b5.2 Sworn Declaration (SD)	
	b5.3 Income Tax Return (ITR)	
	b5.4 Purchased Order (PO) If Contractor	

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON REPOSNSIBLE
1. Fill out the Unified Form and Submit requirements	Give client application form and examine the requirements submitted		1 Hour	Lhea R. Durwin
2. Wait on the Designated area while the Business permit is being processed	Received application permit will be endorsed to the liaison who eventually transmit it to the Treasurer's Office and BFP personnel for Assessment	Computation based on tax rate stated on the Municipal Revenue Code and Barangay Business Clearance	1 Hour	Zosimo M. Lusterio/ BFP Personnel

	Upon Assessment the Liaison Officer shall return to the client and: • Notify the client the Order of Payment • Received payment and issue corresponding claim stub • Transmit application form with payment to the Treasurer's Office and BFP for issuance of official receipts • forward to releasing section all \ application permits already paid		1 Hour	Lhea R. Durwin
3. Wait on the designated area while the business permit is being processed	Issue and release Mayor's Permit		1 Day	
Year Adopted: August 23, 2022				