



## **Office of the Municipal Budget**

### **Frontline Services**



## 1. APPLICATION OF NEW BUSINESS PERMIT

All business establishment are required to secure a Business License and Mayor's Permit, and pay business taxes before the start of operations

Office or Division:	Office of the Municipal Budget / BPLO			
Classification	Simple			
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DIT / SEC Registration ( 1 Photocopy )		DTI Office / SEC Office		
Accomplished Application ( 3 Copy )		Budget Office / BPLO		
Two Government Issued ID ( 1 Photocopy )		BIR, Post Office, DFA, PSA, SSS, GSIS ETC.		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Fill-up application form and Assessment	1.1 Give the application form to client then Process Assessment	NONE	5 MINUTES	Budget/BPLO Staff Budget/BPLO
2 Payment and Releasing of Mayors Permit, Sanitary Permit, Barangay Business Clearance & Fire Inspection Certificate	2.1 Process Payment	Barangay Business Clearance Fee (Defend on Barangay) Minimum ₱ 50.00	2 MINUTES	Budget/BPLO Staff Budget/BPLO
	2.2 Release of Mayors Permit	Mayors Permit Fee (Base on Size) Minumun ₱ 300.00 Sanitary Permit Fee (Base on Area) Minimum ₱ 175.00	5 MINUTES	Budget/BPLO Staff Budget/BPLO
	2.3 Release of Sanitary permit	Health Permit Fee (100 x No. Employee) Calling Permit Fee (250 x No. Employee)	5 MINUTES	Sanitary Inspector Health Office
	2.4 Release of Barangay Business Clearance	Garbage Fee (Base on Category) Minimum ₱ 800.00	1 MINUTES	Budget/BPLO Staff Budget/BPLO
	2.5 Release of Fire Inspection Certificate	Annual Inspection Fee (Base on Area) Minimum ₱ 150.00 Bussiness Plate/Sticker Minimum ₱ 220.00	2 MINUTES	BFP Staff BFP
TOTAL			20 MINUTES	



## 2. APPLICATION OF RENEWAL OF BUSINESS PERMIT

All business establishments must be renewed from January 1-20 every year as stated on the local tax ordinance.

Office or Division:	Office of the Municipal Budget / BPLO			
Classification	Simple			
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of Previous Permit ( Original Copy )		Client		
DIT / SEC Registration ( 1 Photocopy )		DTI Office / SEC Office		
Accomplished Application ( 3 Copy )		Printed to BOSS Kiosk Machine		
Certification of Gross Receipt ( 3 Copy )		Printed to BOSS Kiosk Machine		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 BOSS Kiosk Machine Assessment	NONE	NONE	5 MINUTES	CLIENT
2 Payment and Releasing of Mayors Permit, Sanitary Permit, Barangay Business Clearance & Fire Inspection Certificate	2.1 Process Payment	Barangay Business Clearance Fee (Defend on Barangay) Minimum ₱ 50.00	2 MINUTES	Budget/BPLO Staff Budget/BPLO
	2.2 Release of Mayors Permit	Mayors Permit Fee (Base on Size) Minumun ₱ 300.00  Sanitary Permit Fee (Base on Area) Minimum ₱ 175.00	5 MINUTES	Budget/BPLO Staff Budget/BPLO
	2.3 Release of Sanitary permit	Health Permit Fee (100 x No. Employee)  Calling Permit Fee (250 x No. Employee)	5 MINUTES	Sanitary Inspector Health Office
	2.4 Release of Barangay Business Clearance	Garbage Fee (Base on Category) Minimum ₱ 800.00	1 MINUTES	Budget/BPLO Staff Budget/BPLO
	2.5 Release of Fire Inspection Certificate	Annual Inspection Fee (Base on Area) Minimum ₱ 150.00  Bussiness Plate/Sticker Minimum ₱ 220.00	2 MINUTES	BFP Staff BFP
TOTAL			20 MINUTES	