

# Business Registration and Licensing

## **A. GRANTING OF NEW/RENEWAL OF MAYOR'S PERMIT & BUSINESS LICENSE**

### **ABOUT THE SERVICE:**

All Business establishments are required to secure a Business License and Mayor's Permit to operate as per Municipal Tax Ordinance before the target operations. It must be renewed from January 1-20 every year. Penalties of 25% are imposed after the period.

**CLIENT GROUPS:** Business Establishment/Owners

**REQUIREMENTS:** All Supporting documents as required by Licensing Division

**SERVICE SCHEDULES:** Monday to Friday, 8:00-12:00AM, 1:00-5:00PM

**TOTAL PROCESSING TIME:** 20 minutes

### **TOTAL FEES/CHARGES:**

#### **Business Taxes:**

- New business computed on the type of Business and Capital
- Existing business computed based on the annual gross receipts
- Mayor's Permit – Based on the kind of business
- Sanitary Fee – Based on the kind of business
- Health Card (blue card) – P 10.00
- Health Examination Fee – P 15.00/employee

- Garbage Fee – P 600-1000-per year(within poblacion)
- Fire Inspection Fee – 10% per regulatory fees
- Tax Clearance – P 35.00
- Certification Fee – P 35.00

FRONT LINE SERVICES	STEPS	OFFICE/PERSON RESPONSIBLE	TIME/DURATION	REQUIREMENTS	FEEES	LOCATION
1. Issuance of Mayor's/ Business Permit	1. Secure Application Form	Business Permit and Licensing Office (BPLO)	5 minutes			Permits and Licensing Office
	2. Fill-up forms and attach necessary requirements (New/Renewal)	Joint Inspection Team (JIT)	10 minutes	Filled-up Unified Form with the following attachments: 1. Community Tax Certificate 2. Barangay Business Clearance 3. DTI/SEC/CDA-whatever Applicable 4. Locational/Zoning Clearance 5. Lease Contract, if applicable 6. Occupancy Permit 7. Assessor's/Tax Clearance 8. Health and Sanitary Certificate 9. Fire Safety Inspection Certificate		1. Mun. Treasurer's Office 2. From the Barangay where is Location 3. DTI/SEC/CDA 4. MENRO Office 5. From the Lessor 6. Mun. Engineer's Office 7. Mun. Assessor's/Treasurer's Office 8. Mun. Health Office 9. Bureau of Fire Protection
	3. Submit Documents for one-time assessment	BPLO	20 minutes	All Documents in Step 2		Permits and Licensing Office
	4. One-Time Payment	Municipal Treasurer's Office	5 minutes	All Documents in Step 3	Computation of Tax due for new business is based from Capital Investment while for old business is based from Gross Sales.	Municipal Treasurer's Office
	5. Claim Mayor's Permit	BPLO	1 Hour	All Documents in Step 4		Permits and Licensing Office

## Flow Chart for Issuance of Mayor's Permit and Business License

**(1)**  
**SECURE APPLICATION FORM**  
from licensing office



**(2)**  
**FILL-UP FORMS**  
Please see requirements below



**(3)**  
**FILE APPLICATION**  
With requirements filled-up and  
duly signed by authorized  
signatures. Submit Documents for  
one-time assessment to Licensing  
Officer



**(4)**  
**ONE-TIME PAYMENT**  
Municipal Treasury Office



**(5)**  
**CLAIM**  
Mayor's Permit and Business  
License from Licensing Officer

# B. GRANTING OF NEW/RENEWAL OF TRICYCLE FRANCHISE

## ABOUT THE SERVICE:

Tricycle Franchise is given to tricycle owner/operator to operate tricycle for hire. Payment shall be paid within the first 20 days of January each year. Franchise is renewable every three (3) years. Penalties of 25% are imposed after the period.

FRONT LINE SERVICES	STEPS	OFFICE/PERSON RESPONSIBLE	TIME/DURATION	REQUIREMENTS	FEES	LOCATION
2. Issuance of New/Renewal of Tricycle Franchise	1. Submit all requirements for new/renewal of tricycle franchise	Licensing Officer	30 minutes	<ol style="list-style-type: none"> <li>1. Tricycle with assigned route color coding</li> <li>2. Photocopy of LTO Official Receipt (OR) and Certificate of Registration (CR)</li> <li>3. Community Tax Certificate (Cedula)</li> <li>4. Irosin Transport Federation (ITF) Certification</li> <li>5. Association Membership Certification (Route)</li> <li>6. Tricycle Regulation Unit (TRU) Clearance</li> </ol>		Permits and Licensing Office
	2. Payment of fees	Municipal Treasurer's Office	5 minutes		New Franchise: P 1,510.00 Renewal: P 1,050.00	Municipal Treasurer's Office
	3. Claim Tricycle Franchise/Permit	Licensing Officer	20 minutes			Permits and Licensing Office

## Flow Chart for Issuance of Tricycle Franchise

**(1)**  
**SUBMIT ALL REQUIREMENTS**  
For new/renewal of tricycle  
franchise



**(2)**  
**PAYMENT OF FEES**  
Municipal Treasury Office



**(3)**  
**CLAIM**  
Tricycle Franchise/Permit  
from Licensing Officer