

# Granting of New/Renewal of Mayor's Permit and Business License

**ABOUT THE SERVICES:** 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.

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| <b>CLIENT GROUPS:</b>         | Businessmen   |
| <b>REQUIREMENTS:</b>          | <p>Filled-up Unified Form with the following attachments:</p> <ol style="list-style-type: none"> <li>1. Community Tax Certificate</li> <li>2. Barangay Business Clearance</li> <li>3. DTI/SEC/CDA-whatever applicable</li> <li>4. Locational/Zoning Clearance</li> <li>5. Lease Contract, if applicable</li> <li>6. Occupancy Permit</li> <li>7. Assessor's/Tax Clearance</li> <li>8. Health and Sanitary Certificate</li> <li>9. Fire Safety Inspection Certificate</li> </ol> |
| <b>SERVICE SCHEDULE:</b>      | Monday to Friday 8:00 AM to 5:00 PM   |
| <b>TOTAL PROCESSING TIME:</b> | 1 hour and 40 minutes   |
| <b>TOTAL FEES/CHARGES:</b>    | Computation of Tax due for new business is based from Capital Investment while for old business is based from Gross Sales.  |

Step 1 >> 5 minutes

Secure Application Form at Permits and Licensing Office

MA. VICTORIA B. ABELLA, Business Permit and Licensing Officer(BPLO) issues Application Form

Step 2 >> 10 minutes

Fill-up forms and attach necessary requirements (New/Renewal)

Step 3 >> 20 minutes

Submit Documents for one-time assessment at Permits and Licensing Office

MA. VICTORIA B. ABELLA, the BPLO receives the documents

Step 4 >> 5 minutes

One-time Payment at the Municipal Treasurer's office

Step 5 >> 1 hour

Claim Mayor's Permit at Permits and Licensing Office