

# 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.

<b>CLIENT GROUPS:</b>	Businessmen
<b>REQUIREMENTS:</b>	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
<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