

# **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	1. Tricycle with assigned route color coding 2. Photocopy of LTO Official Receipt (OR) and Certificate of Registration (CR) 3. Community Tax Certificate (Cedula) 4. Irosin Transport Federation (ITF) Certification 5. Association Membership Certification (Route) 6. Tricycle Regulation Unit (TRU) Clearance		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