



BUSINESS PERMIT AND LICENSING OFFICE DIVISION



1. Application/Renewal of Business Permit

Any individual or corporation who establishes, operates and maintains a business within this Municipality shall be required to pay for a Business Tax/Mayor's Permit and other regulatory fees pursuant to the revenue code of the municipality

Office or Division	Business Permit and Licensing Division			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen G2B - Government to Businesses			
Who may avail:	1. Business Owner 2. Authorized representative of the Business Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance for Operation of Business		Office of Punong Barangay where business is located		
2. DTI/SEC/CDA Certificate (Registration of Business)		Securities and Exchange Commission, Department of Trade and Industry/Negosyo Center, Cooperative Development Authority		
3. Contract of Lease		Lessor		
4. Cert. of Registration (COR) from Bangko Sentral ng Pilipinas (For Pawnshops, Foreign Exchange Dealers/FXD's, Money Changers/MCs & Remittance Agents/RAs)		Bangko Sentral ng Pilipinas		
5. Income Tax Return/Accountant's Certification on Gross Sales Receipts		BIR / Company / Business Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>For New Business</i>				
Verification and Assessment 1. Secure and fill up Application Form at Office of the Municipal Treasurer. 1.1 Present accomplished Application Forms and requirements.	1. Issue Application Form for Business Permit 1.1 Verify and Assess the Application Form	Based on the computation and assessment of Business Permit & other related fees	15 minutes	Leni S. Apostol- Licensing Officer III Engr. Michael B. Buno - MPDC Municipal Engineer Ariane N. Avenido - MENRO Designate Leisurelly A. Banzuela - Sanitation FSI Leonardo S. Del Mundo Jr.- MFM Rowena C. Landicho Municipal Treasurer
<i>For Renewal of Business</i>				



<p>Verification and Assessment</p> <p>1. Secure and fill up Application Form at Office of the Municipal Treasurer.</p> <p>1.1 Present accomplished Application Forms and requirements.</p>	<p>1. Issue Application Form for Business Permit</p> <p>1.1 Verify and Assess the Application Form</p>	<p>Based on the computation and assessment of Business Permit & other related fees</p>	<p>15 minutes</p>	<p><i>Leni S. Apostol- Licenisng Officer III</i></p> <p><i>Ariane N. Avenido - MENRO Designate Leisurelly A. Banzuela - Sanitation FSI Leonardo S. Del Mundo Jr. - MFM Rowena C. Landicho Municipal Treasurer</i></p>
<p>Payment</p> <p>2. Proceed to the Business Fees Division to pay the Business Tax & Other Regulatory Fees then get the corresponding Official Receipt & Business TIN Plate Sticker</p>	<p>2. Receive payment and issue Official Receipt & Business TIN Plate Sticker</p>	<p>Based on the Total Amount of Assessment</p>	<p>3 Minutes</p>	<p><i>Leni Municipal Treasurer</i></p>
<p>Releasing of Mayor's Permit</p> <p>3. Present the Official Receipt to the RHU for Sanitary Permit then proceed to the Mayor's Office for the Issuance of Mayor's Permit for Business</p>	<p>3. Issue Sanitary Permit and Mayor's Permit for Business</p>	<p>None</p>	<p>4 Minutes</p>	<p><i>Dr. Jelidora B. Refrea, MD RHU Physician</i></p> <p><i>Hon. Glenn P. Flores Municipal Mayor</i></p>
<p>TOTAL</p>			<p>22 Minutes</p>	