

1. SERVICE NAME : **NEW BUSINESS PERMIT APPLICATION**
 Service Information : To provide clients information and guide on how to secure permits and licenses.

OFFICE	: BUSINESS PERMITS AND LICENSING OFFICE
CLASSIFICATION	: SIMPLE AND COMPLEX
TYPE OF TRANSACTION	: G2C (Government to Citizen)
WHO MAY AVAIL	: Business owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Unified Business Application Form	CBPLO
Barangay Business Clearance & Market Clearance (Government stall holders)	Barangay where the business is located
Proof of business registration, incorporation or legal personality	DTI/SEC/CDA
Occupancy Permit for such purpose	City Engineering Office
Contract of Lease (<i>if renting</i>) or Proof of Ownership if Lessor	Client
Health Certificate (<i>for food and other related business</i>)	City Health Office

CLIENT STEP/S	AGENCY ACTION/S	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Application, Filing and Verification				
<ul style="list-style-type: none"> Secures and fills out application form and submits it together with requirements at CBPLO 	<ul style="list-style-type: none"> Issues Unified Business Application Form; Accepts, review and evaluate filled out application form with requirements. Endorse to JIT for complex business 	None	5 minutes	Rhea Mae Lumang Mary Ann Gadia Mylene Sabate Mary Jean Abrero
2. Assessment and Payment				

<ul style="list-style-type: none"> Submits to co-located office for the assessment of his/her tax application <p>1. City Engineering Office</p> <p>2. City Health Office</p> <p>3. Bureau of Fire Protection</p> <ul style="list-style-type: none"> Proceeds to Treasury for assessment of Tax & other fees Proceeds to BPLO for Tax Order of Payment 	<p>Assess building fees and other charges</p> <p>Assess Sanitary Permit Fee and issues the same</p> <p>Assess & collects fire fees</p> <p>Assess gross sales, barangay clearance fees, garbage fees & other required fees</p> <p>Prints tax order of payment and recommend for approval</p>	<ul style="list-style-type: none"> Building fee – P120 Signage fee – P20 Electrical Fee – P60 Mechanical Fee – P40 or depends on the line of business Sanitary Permit fee – P50 Fire Inspection Fee – P500 or depends on the kind of business. <p>None</p> <p>None</p>	<p>5 minutes</p> <p>5 minutes</p> <p>10 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	<p>Engr. Osmund Gabayan Engr. Archie De Gracia Engr. Keisa Jane Apelado</p> <p>Angie Rubang Fe Ponce Rowena Chua Israel Martinez</p> <p>BFP Representative/s</p> <p>Angielyn Corpuz Rodel Gabor Janette Galdones Marissa Leonila Soliven</p> <p>Rhea Mae Lumang Mary Ann Gadia Mylene Sabate Mary Jean Abrero</p>
<ul style="list-style-type: none"> Pays at the Treasury Office 	<p>Approves & accepts payment and issues receipt</p>	<p>Depends on the assessment Of Treasury</p>	<p>5 minutes</p>	<p>Marissa Gabor Elvira Valdez Marissa Leonila Soliven</p>
<p>3. Printing/Claiming of Permit</p>				
<ul style="list-style-type: none"> Submits application with complete requirements 	<p>Releases Mayor's Permit or Issues claim stub/ Delivers Mayor's Permit</p> <ul style="list-style-type: none"> For sari-sari stores and other simple transaction, permits are released immediately 1-2 days for other complex transactions 	<p>None</p>	<p>5 minutes/ 1-2 days</p>	<p>Mary Jean Abrero Mylene Sabate Rhea Mae Lumang Mary Ann Gadia Julimar Valdez Marlou Gacquiring Roy Taoaguen City Mayor/ City Administrator</p>