



NEW BUSINESS PERMIT

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Receiving, screening and verification of requirements	<ul style="list-style-type: none"> •Arsenio Villegas, Jr. •Elvira Jose 	10 mins.	Business Taxpayers	Under M.O. 30-1993 as amended	Based on Sec. 166 of Mun. Ord. No. 30-1993, as amended by Sec.7of City Ordinance No. 16-2005 BUSINESS TAX > Based on capital > Section 76 of M.O. 30-1993 MAYOR'S PERMIT FEE > Based on capital and area > Sec. 166 of M.O. 30-1993, as amended by Sec. 27 of C.O. 16-2005 OCCUPANCY PERMIT > Based on number of employees > Sec. 168 (E) (1) of M.O. 30-1993, as amended by Sec. 27 of C.O. 16-2005 GARBAGE SERVICE FEE > Based on area and line of business > Sec. 115 of M.O. 30-1993, as amended by Sec. 93 of C.O. 16-2005 SANITARY INSPECTION FEE > Based on area and line of business > Sec. 115 of M.O. 30-1993, as amended by Sec. 93 of C.O. 16-2005	<ul style="list-style-type: none"> •Extension depends on availability of taxpayer for inspection and the results of allied office inspections. NOTE : Turn-around time to process the requirements depends on the regulatory offices and/or concerned offices and the said period is excluded in the processing time of business permit.
2. Indorsement of application to regulatory offices and/or concerned agencies.	<ul style="list-style-type: none"> •Atty. Eric Sevilla (BPLO) •Ma. Lina Punzalan (Planning) •Dr. Isauro Garcia (Health) •Engr. Edgardo Yanga (LBO) •Sammy Santos (OIC-MCAT) •And/or other concerned offices (on selected businesses) 	1 min.		a. Locational sketch of the new business b. Paid-up capital as shown in the Articles of Incorporation if Corporation or Partnership - Sworn Statement of the capital invested if Sole Partnership c. Certificate of Tax Exemption, if tax exempt d. Locational Clearance e. Tax Clearance f. Barangay Clearance g. Three (3) passport size pictures of the owner (Single Proprietorship), if Partnership/Corporation, pictures of Sr. Manager / Managing Partner / President or General Manger h. Health Certificate for food handler (Under P.D. 1096) i. Clearance from LBO / Oplan Disiplina (for selected businesses) j. Affidavit of Undertaking k. DTI l. DENR m. OMB		
3. Ocular inspection	<ul style="list-style-type: none"> •Ruben Salamat •Chardie Romero •Godofredo Gonzales 	1 day				
4. Re-screening, verification of requirements especially those secured from regulatory offices after indorsement	<ul style="list-style-type: none"> •Arsenio Villegas, Jr. 	5 mins.				
5. Assessment of Business Tax and Regulatory Fees	<ul style="list-style-type: none"> •Zeny Santos •Joan Lacsamana 	5 mins.				
6. Verification of approval of assessment	(City Treasurer's Office)					
a. Review of assessment b. Approval of assessment	<ul style="list-style-type: none"> •Ginia Villacorta •Jesus Singh, Jr. •Marlinda Nievera <ul style="list-style-type: none"> •Amalia Santos •Cielito Baldonado 	5 mins. 5 mins.				
7. Issuance of Tax Order of Payment	<ul style="list-style-type: none"> •Zeny Santos •Joan Lacsamana 	3 mins.				

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8. Payment of necessary fees	(City Treasurer's Office) <ul style="list-style-type: none"> • Veronica Santos (Window 6) • Melissa Santos (Window 2) • Syra Matito (Window 3) 	5 mins.	Business Taxpayers	(Continuation from Page 1)	<p>HEALTH CERTIFICATE > Based on number of employees</p> <p>MAYOR'S CERTIFICATE > Business plate/sticker > Sec. 141 of M.O. 30-1993, as amended by Sec. 76(5) of C.O. 16-2005</p> <p>FIRE FEE > 10% of regulatory fees > Sec. 14 of P.D. 1185</p>	(Continuation from Page 1)
9. Printing, signing and releasing of Mayor's Permit with Plate and Sticker	<ul style="list-style-type: none"> • Ernesto Geron • Anthony Asidao • Atty. Eric Sevilla (BPLO) • Engr. Benjie Villacorta (City Administrator) 	10 mins. Note: Estimated processing time refers to time needed to perform the activity and excludes queuing time of taxpayers and documents.				