



BUSINESS PERMITS AND LICENSING SYSTEM (BPLS)

I. SIMPLE TRANSACTION

APPLICATION FOR NEW BUSINESS

PRE-REGISTRATION STAGE	REGISTRATION PROCESS												
	STEP 1	STEP 2	STEP 3										
<p><u>Eligibility for Application</u></p> <p><u>Applicant shall prepare the following:</u></p> <p>A. Standard Documentary Requirements:</p> <ol style="list-style-type: none"> 1. Proof of Registration (DTI, CDA, SEC) 2. Basis for computing tax and fees (e.g. business capitalization) 3. Occupancy Permit 4. Contract of Lease (if lessee) 5. Barangay Clearance <p>B. Police Clearance</p> <p>C. Secure and fill up Application Form for Business Permit from the Public Assistance Complaint Desk</p> <p>NOTE: Please see revenue code for the amount of tax, fees and charges</p>	<p><u>Application filing and verification</u></p> <p><u>Requirements:</u></p> <p>- Properly filled up application form with all documents listed from the Pre-Registration stage</p> <p><u>Office in Charge</u> : BPLO</p> <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Review and validate submission 2. Assess eligibility for registration 3. Forward application to the endorsing offices/backroom operations: <p style="text-align: right;"><u>In Charge:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">a. Occupancy Permit</td> <td>MEO</td> </tr> <tr> <td>b. Location sketch</td> <td>MAO</td> </tr> <tr> <td>c. Zoning Clearance</td> <td>Zoning Office</td> </tr> <tr> <td>d. Health/sanitary Permit</td> <td>MHO</td> </tr> <tr> <td>e. Solid Waste Mgmt. Orientation</td> <td>MENRU</td> </tr> </table> <p>Processing Time: 2 - 3 hours</p>	a. Occupancy Permit	MEO	b. Location sketch	MAO	c. Zoning Clearance	Zoning Office	d. Health/sanitary Permit	MHO	e. Solid Waste Mgmt. Orientation	MENRU	<p><u>Assessment and payment of tax and fees</u></p> <p><u>Requirements:</u></p> <p>- All documents from step 1 with the permits and clearances issued by the endorsing offices</p> <p><u>Offices in Charge</u> : MTO and BFP</p> <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Assess business tax, fees, and charges 2. Prepare and issue Tax Order of Payment (ToP) 3. Accept payments and issue Official Receipts <p>Processing Time: 1 hour</p>	<p><u>Claim Business Permit/ License</u></p> <p><u>Requirements:</u></p> <p>- All documents from step 2</p> <p>- Fire Safety Inspection Certificate</p> <p>- Official Receipts</p> <p><u>Office in Charge</u> : BPLO</p> <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Check all documents 2. Prepare and issue Business Permit with the regulatory permits/clearances 3. Let permittee sign in the logbook <p style="text-align: center;">** END OF TRANSACTION **</p> <p>Processing Time: 30 minutes</p>
a. Occupancy Permit	MEO												
b. Location sketch	MAO												
c. Zoning Clearance	Zoning Office												
d. Health/sanitary Permit	MHO												
e. Solid Waste Mgmt. Orientation	MENRU												

APPLICATION FOR BUSINESS RENEWAL

PRE-REGISTRATION STAGE	REGISTRATION PROCESS		
	STEP 1	STEP 2	STEP 3
<p><u>Eligibility for Application</u></p> <p><i>Applicant shall prepare the following:</i></p> <p>A. Standard Documentary Requirements:</p> <ol style="list-style-type: none"> 1. Basis for computing tax and fees (e.g. Income Tax Return, FS) 2. Barangay Clearance <p>B. Police Clearance</p> <p>C. Secure and fill up Application Form for Business Permit from the Public Assistance Complaint Desk</p> <p>NOTE:</p> <p>a. Present Business Registration and Contract of Lease if not submitted during the initial registration of the business.</p> <p>b. Please see revenue code for the amount of tax, fees and charges.</p>	<p><u>Application filing and verification</u></p> <p><i>Requirements:</i></p> <ul style="list-style-type: none"> - Properly filled up application form with all documents listed from the Pre-Registration stage <p><u>Office in Charge</u> : BPLO</p> <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Review and validate submission 2. Assess eligibility for renewal 2. Forward application to the endorsing offices/backroom operations: <p style="text-align: right;"><u>In Charge:</u></p> <ol style="list-style-type: none"> a. Health/sanitary Permit MHO b. Solid Wate Mgmt. Orientation MENRU c. Mechanical Permit, MEO if applicable d. Zoning Clearance, Zoning Office if applicable <p>Processing Time: 2 - 3 hours</p>	<p><u>Assessment and payment of tax and fees</u></p> <p><i>Requirements:</i></p> <ul style="list-style-type: none"> - All documents from step 1 with the permits and clearances issued by the endorsing offices <p><u>Offices in Charge</u> : MTO and BFP</p> <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Assess business tax, fees, and charges 2. Prepare and issue Tax Order of Payment (ToP) 3. Accept payments and issue Official Receipts <p>Processing Time: 1 hour</p>	<p><u>Claim Business Permit</u></p> <p><i>Requirements:</i></p> <ul style="list-style-type: none"> - All documents from step 2 - Fire Safety Inspection Certificate - Official Receipts <p><u>Office in Charge</u> : BPLO</p> <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Check all documents 2. Prepare and issue Business Permit with the regulatory permits/clearances 3. Let permittee sign in the logbook <p>** END OF TRANACTION **</p> <p>Processing Time: 30 minutes</p>