



## BUSINESS PERMITS AND LICENSING SYSTEM (BPLS)

### STANDARD DOCUMENTARY REQUIREMENTS ACCOMPANYING BUSINESS APPLICATION SUBMISSION

**For New:**

1. Proof of Registration (DTI, CDA, SEC)
2. Basis for computing taxes, fees and charges (capitalization)
3. Occupancy Permit
4. Contract of Lease (if lessee)
5. Barangay and Police Clearances

**For Renewal:**

1. Basis for computing tax, fees & charges (financial statements)
2. Barangay and Police Clearance

**Note:** 1. These documents shall be presented together with the filled up Business Application Form upon filing of application for business.  
 2. Business Application Forms are available at the Public Assistance Complaint Desk.  
 3. For new business where occupancy permit is not applicable, Zoning Clearance shall be secured from the MPDO.

### I. NEWLY-STARTED BUSINESS

Step No.	CLIENT		LGU		Processing Time
	Step	Documentary Requirement	Office/ Personnel Concerned	Required Actions	
1	File business application	Filled up application form with the ff:  - Occupancy Permit/ Zoning Clearance - Contract of Lease (if - Barangay & Police Clearance	BPLO  Assessor's Office MENRO RHU	Review and validate submission  Endorse for: Issuance of Location Sketch Seminar on Solid Waste Mgmt. Health/ sanitary clearance	1 hour
2	Assessment of taxes, fees and charges	All documents from Step 1	Treasury Office & Fire Officer	Assessment of taxes, fees and charges, and Fire Safety fee Preparation and issuance of tax order of payment	20-40 minutes
3	Payment and issuance of Mayor's Permits and License	All documents from Step 1 & 2	Treasury Office Fire Officer BPLO	Accept payment and issue O.R. Validate and print Business Issue Business Permit Client receives her/his Business Permit and signs in the BPLS Log Book	30 minutes
End of Transaction					

### II. RENEWAL OF BUSINESS PERMITS

Step No.	CLIENT		LGU		Processing Time
	Step	Documentary Requirement	Office/ Personnel Concerned	Required Actions	
1	File business application	Filled up application form with the ff: - Barangay & Police Clearance  - Financial Statements/ income tax returns for the previous year	BPLO  RHU	Review and validate submission  Assess eligibility for renewal based on records and endorse for:  Health/ sanitary clearance	30 minutes
2	Assessment of taxes, fees and charges	All documents from Step 1	Treasury Fire Officer	Assessment of taxes, fees and charges, and Fire Safety fee Preparation of tax order of Payment	30 minutes
3	Payment and issuance of Mayor's Permits and License	All documents from Step 1 & 2	Treasury Office & Fire Officer BPLO	Accept payment and issue O.R. Print Business Permit Issue Business Permit  Client receives her/his Business Permit and signs in the BPLS Log Book	30 minutes
End of Transaction					

*Thank you for registering your business*