



7. COMPUTATION AND ISSUANCE OF OFFICIAL RECEIPT FOR BUSINESS PERMIT

Office or Division:	OFFICE OF THE MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who May Avail:	Business Establishment Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Assessment form duly accomplished by the Business Permit & Licensing Section		Office of the Municipal Treasurer		
Previous Business Permit		To be secured by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished application form and other requirements	Examines previous payments, as the case may be, and computes Business Tax, Permits and Fees	none	10 minutes	Revenue Collector
2. Pays necessary fees to the Municipal Treasurer's Office	Receives payment and issues official receipt	Based on capital, gross income and line of business	2 minutes	Revenue Collector
-end of transaction-				
TOTAL		Based on capital, gross income and line of business	12 minutes	