



4. ISSUANCE OF BUSINESS PERMIT (NEW)

Office or Division:	OFFICE OF THE MUNICIPAL MAYOR (BUSINESS PERMIT AND LICENSING OFFICE)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who May Avail:	Business Establishment Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance Certificate		Barangay Local Government Unit concerned		
Community Tax Certificate		Office of the Municipal Treasurer		
Department of Trade and Industry (DTI) Certificate		DTI Office		
Sanitary Permit / Medical Certificate		Office of the Municipal Health Officer		
Annual Inspection Certificate		Office of the Municipal Engineer		
Zoning Certificate		Office of the Municipal Planning and Development Coordinator		
Fire Safety Inspection Certificate		Bureau of Fire Protection (BFP)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes application form and submits the complete requirements	Issues application form and reviews submitted requirements	none	5 minutes	Merlyn M. Manato Business Permits and Licensing Officer (BPLO)
2. Pays necessary fees to the Municipal Treasurer's Office (MTO)	Issues Official Receipt	Based on the Latest Tax Code	10 minutes	Revenue Collector
	Prepares the Business Permit	none	5 minutes	Merlyn M. Manato BPLO
	Signs/approves the Business Permit	none	5 minutes	Esteban SF Madrona, Jr. Municipal Mayor



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Releases the Business Permit	none	2 minutes	Merlyn M. Manato BPLO
3. Receives the approved Business Permit	-end of transaction-			
TOTAL		Based on the Latest Tax Code	27 minutes	