

## Securing a New Business Permit

- All enterprises are required to secure a Business Permit before the start of business operations.
- All issued permits are subject to "Post-Audit" process.
- Inspection may take 1-2 days depending on the status of the business or if the establishment has no representative present at the declared office.

**\*\*PROCESSING TIME IS BASED ON ONE CLIENT TRANSACTION ONLY. PROCESSING TIME IS EXTENDED WHEN THERE ARE 2 OR MORE CLIENTS.\*\***

**\*\*\*BUSINESS PERMITS ARE NOT ISSUED FROM JANUARY 1 – 20 DUE TO THE LARGE VOLUME OF RENEWALS.\*\*\***

<b>Office or Division:</b>	Business Permits and Licensing Office
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Citizen
<b>Who may avail</b>	Business Taxpayer
<b>Checklist of Requirements</b>	<b>Where to Secure</b>
Accomplished Application Form	Business Permits and Licensing Office
Proof of Business Registration if Single Proprietor or Corporation <ul style="list-style-type: none"> <li>• Articles of Incorporation</li> <li>• DTI Registration</li> <li>• CDA Accreditation</li> </ul>	Securities and Exchange Commission Department of Trade and Industry Cooperative Development Authority
Proof of right to occupy the place of business/ownership <ul style="list-style-type: none"> <li>• If renting: Lease Contract</li> <li>• If property Owned: Tax declaration</li> <li>• If not renting: Letter of Consent</li> </ul>	Lessor Owner Owner
Barangay Clearance	Barangay where the establishment is located
Locational Clearance & Zoning Clearance	City Planning Development Office
Occupancy Permit	Local Building Office
Location sketch of the business	Requestee
	Requestee

3R picture of establishment colored, Company Logo (for corporation, Partnership, CDA), 2x2 ID picture for Single Proprietorship	
Insurance (CGL)	Requestee's Insurance Company
Official receipt and Statement of Account	City Treasurer's Office
Some business may have additional requirements imposed by National Agencies.	National Government Offices
If applying through a representative: Letter of Authority, Special Power of Attorney or Secretary's Certificate	Owner or President/Treasurer of Business Establishment

CLIENT STEPS	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form with complete requirements.	<b>1. Receive documents and applicant interview</b> <ol style="list-style-type: none"> <li>a. Verify the completeness of the application and supporting documents submitted by the applicant</li> <li>b. Interview applicant and create business profile based on information gathered from interview and documents submitted</li> <li>c. Endorse to next step.</li> </ol>	none	30 mins	<b>CITY HALL</b> <ul style="list-style-type: none"> <li>• Judith Ignacio</li> <li>• Marivic Llagas</li> <li>• Rushelle Merida</li> <li>• Jennifer G. Franco</li> <li>• Maurice C. Manuel</li> </ul> <b>SM AURA</b> <ul style="list-style-type: none"> <li>• Jacklyn Famoleras</li> <li>• Princess Jamiriza Umbar</li> <li>• Carl Bryant Gayanes</li> <li>• Mary Grace Sincuya</li> <li>• Marjorie Ocquina</li> <li>• Mary Jane Agulto</li> <li>• Franel Leika Reblora</li> <li>• Raquel Bautista</li> </ul>
2. Pay relevant Business Taxes and Fees				<b>City Treasurer's Office</b>
3. Present the Statement of Account and Official Receipt from the City Treasurer's Office and claim Business Permit	<b>2. Receiving and processing of Business Permit</b> <ol style="list-style-type: none"> <li>a. Receive the application form, SOA and OR and other required documents.</li> <li>b. Endorse to the Inspection Team for physical verification.</li> </ol>	None	10 mins.	<b>CITY HALL</b> <ul style="list-style-type: none"> <li>• Judith Ignacio</li> <li>• Marivic Llagas</li> <li>• Rushelle Merida</li> <li>• Jennifer G. Franco</li> <li>• Maurice C. Manuel</li> </ul>

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	c. Inspect establishment  i. If information is accurate, tag as OK for Release.  ii. If changes are needed, note findings and report.  iii. If there no representative tag as “re-inspection”.		2 days	<ul style="list-style-type: none"> <li>• Donnie Revilla</li> <li>• Antonio Miranda</li> <li>• Wilmar Cubacub</li> <li>• Christopher Serrano</li> <li>• Ronnel Del Rosario</li> <li>• Jhaselin Hernandez</li> <li>• Elpidio Licuanan Jr.</li> <li>• Joel Bonifacio</li> <li>• Michael Sta. Ana</li> <li>• Micheal Dela Cruz</li> <li>• Mico Gabinete</li> <li>• Ryan Calvario</li> <li>• Rene Vir Francisco</li> <li>• Gamor Saripada Jr.</li> <li>• Darwin Talampas</li> <li>• Mark Angelo Zapatero</li> </ul>
	d. Print Business Permit		10 mins	<ul style="list-style-type: none"> <li>• Rod Roderick Rommel T. Ladaga</li> <li>• Duane Randall Gonzaga</li> <li>• Rosanna Cruz</li> <li>• Ciar Yna Sadjj</li> <li>• Joel Taule</li> <li>• Jomar Adarne</li> </ul>
	e. Conduct Quality Assurance and final review of the application		10 mins	<b>CITY HALL</b> <ul style="list-style-type: none"> <li>• Agnes Franco</li> <li>• Mildred Estoeta</li> </ul>

				<b>SM AURA</b> <ul style="list-style-type: none"> <li>• Pamela Bonior</li> <li>• Lady Ann Rapada</li> <li>• Hazel Doloiras</li> <li>• Jameson Malapad</li> <li>• Rosalie Tiglao</li> </ul>
	f. Approval of BPLO Head		5 mins	Atty. Maria Theresa S. Veloso
	g. Prepare for segregation		5 mins	<b>CITY HALL</b> <ul style="list-style-type: none"> <li>• Kervy Bunyi</li> </ul> <b>SM AURA</b> <ul style="list-style-type: none"> <li>• Benjamin Quitiquit</li> <li>• Pablo Catapang</li> <li>• Rosanida Cabeza</li> </ul>
	h. Forward to Releasing Section, for claiming the business permit.		2 mins	<b>CITY HALL</b> <ul style="list-style-type: none"> <li>• Eyora I. Roldan</li> <li>• Winielyn R. Castro</li> </ul> <b>SM AURA</b> <ul style="list-style-type: none"> <li>• Lloyd Barba</li> <li>• Analyn Olarte</li> <li>• Lorely De Guzman</li> </ul>
TOTAL			2 days and 70 mins	