



BUSINESS PERMITS AND LICENSING OFFICE



EXTERNAL SERVICES

1. New Business Application

Service Description: Processing of New Business Application as mandated in The City Revenue Code

Office or Division:	Business Permit and Licensing Office	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Business owners	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>PRELIMINARY REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Department of Trade and Industry (DTI) Registration (For Sole Proprietorship, 1 Photocopy) 2. Cooperative Development Authority (CDA) Registration (Cooperatives, 1 Photocopy) 3. Set Of Securities & Exchange Commission (SEC) Registration (Corporation/Partnership, 1 Photocopy) with Board Resolution and Secretary's Certificate 4. Barangay business clearance (1 original) 5. Occupancy Permit (1 photocopy) 6. Special Power of Attorney (if application is via representative) 	<p>Department of Trade and Industry</p> <p>Cooperative Development Authority</p> <p>Securities and Exchange Commission</p> <p>Barangay Hall (Where the business will be operating)</p> <p>City Engineering's Office</p> <p>Business Owner</p>
	<p>POST REQUIREMENTS: (For submission within 45 days upon receipt approved Business Permit)</p> <ol style="list-style-type: none"> 1. Fire Safety Inspection Clearance (1 Photocopy) 2. Social Security System Clearance (1 Photocopy) (30 days) 3. PhilHealth Clearance (1 Photocopy) 4. Pag-ibig Clearance (1 Photocopy) 5. Sanitary Permit (if applicable) (1 photocopy) 6. City Environment Clearance (1 Photocopy) 	<p>Bureau of Fire Protection—Tuguegarao City</p> <p>Social Security Office—Tuguegarao City</p> <p>Philippine Health Insurance Corporation Office</p> <p>Home and Development Mutual Fund Office</p> <p>City Health Office</p> <p>City Environment and Natural Resources Office</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Client fills-up and submits accomplished unified application form with complete preliminary documentary requirements, subject for evaluation, inspection, and assessment.	1. The person responsible shall receive and review the accomplished unified form with the attached preliminary documentary requirements.	None	30 minutes	<i>License Inspector I Admin Aide I</i>
	2. The filled-up and accomplished unified form will be logged in the record book and turn over to the inspector for ocular inspection and verification of business details declared by the applicant.	None	4 hours	<i>Admin Staff</i>
	3. The inspector will submit the inspection report to the person in-charged for the assessment.	None	5 minutes	<i>Admin Staff</i>
	4. The Assessment action clerks will compute the business tax and regulatory fees.	None	1 hour	<i>License Inspector I Craft & Trade Helper</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. The applicant will claim the assessment.	1. Release the assessment to the applicant.	None	5 minutes	<i>License Inspector I Craft & Trade Helper Admin Asst I</i>
3. The client will pay the assessment or computed amount of business tax and regulatory fees.		Business Tax: (1/10 of 1% of the capital investment) Mayor's Permit: (based on the line of business) Garbage Service Charge: (based on the sqm area of the business) Sanitary Fee: Fire Safety Fee - P50.00 Sticker - P30.00 Business Plate - P100.00	1 hour	City Treasurer's Office
		Health fee: (based on line of business and number of workers) Delivery Vehicle fee: (based on type of delivery service) Storage Fee: (Gasoline Stations, based on the capacity of the tank) Liquor and Cigarette fee: (based on line of business) Franchise fee: (50% of 1%) Sanitary and Inspection fee: (based on area of business) Environment Certification fee: (P50.00) Building Inspection fee: (based on area of business) Zoning fee: (P 600.00)	1 hour	City Treasurer's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. The client will present official receipt of paid assessment to the person responsible at the Business Permit and Licensing Office.	1. The person responsible will log the details of payment in the logbook.	None	2 minutes	<i>License Inspector I Craft & Trade Helper Admin Asst I</i>
	2. The person responsible will print the business permit.		5 minutes	<i>License Inspector I Craft & Trade Helper Admin Asst I</i>
	3. The printed permit will be submitted to the BPLO Head as recommending officer for review.	None	2 minutes	<i>License Inspector I Craft & Trade Helper Admin Asst I</i>
	4. The BPLO Head signs the unified form and affixes initial on the business permit	None	20 minutes	<i>BPLO Head</i>
	5. The business permit will be submitted to the City Mayor's Office for approval.	None	10 minutes	<i>License Inspector I Craft & Trade Helper Admin Asst I</i>
	6. The City Mayor signs/approves the business permit.	None	1 hour	<i>City Mayor</i>
	7. The City Mayor's Office will endorse the approved Mayor's permit to BPLO for release.	None	1 hour	City Mayor's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. The applicant will claim approved Mayor's Permit and business sticker.	1. The person responsible requires the applicant to sign on the logbook and unified form to acknowledge receipt of business permit. Therefore, releases the business plate, business sticker and business permit to the applicant.	None	2 minutes	<p><i>License Inspector I</i></p> <p><i>Craft & Trade Helper</i></p> <p><i>Admin Asst I</i></p>



2. Renewal of Business Permits

Service Description: Processing of business permit renewal as mandated in The City
 Revenue Code

Office or Division:	Business Permit and Licensing Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Existing business owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
PRELIMINARY REQUIREMENTS: 1. Accomplished unified form 2. Barangay business clearance (1 Original Copy) 3. Special Power of Attorney (if application is via representative)		Business Permits and Licensing Office Barangay Hall (where the business is operating) Business Owner
POST REQUIREMENTS: 1. Fire Safety Inspection Clearance (1 Photocopy) 2. Social Security System Clearance (1 Photocopy) 3. Philhealth Clearance (1 Photocopy) 4. Pag-ibig Clearance (1 Photocopy) 5. Occupancy Permit—Annual Building Clearance (1 Photocopy) 6. Sanitary Permit (if applicable) (1 Photocopy) 7. City Environment Clearance (1 Photocopy)		Bureau of Fire Protection—Tuguegarao City Social Security Office—Tuguegarao City Philippine Health Insurance Corporation Office Home and Development Mutual Fund Office City Engineering's Office City Health Office City Environment and Natural Resources Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The applicant will sign the pre-filled unified application form and submits preliminary requirements.	1. The person responsible will review and verify the accomplished pre-filled unified application form.	None	10 minutes	<i>License Inspector I Admin Aide I</i>
	1.1. The application will be logged in the logbook for reference.		2 minutes	<i>License Inspector I Admin Aide I</i>
	1.2. The application with attached preliminary requirements will be endorsed to the assessors.		2 minutes	<i>License Inspector I Admin Aide I</i>
	1.3. The assessment action clerks will evaluate and compute the business tax and regulatory fees.		1 hour	<i>License Inspector II License Inspector I Admin Asst I Clerk I License Inspector I</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. The applicant will claim the assessment.	1.The person responsible requires the applicant to acknowledge the receipt of the assessment by signing on the duplicate copy of the assessment. Therefore, Release the assessment.	None	2 minutes	<p style="text-align: center;"><i>License Inspector I</i> <i>Admin Aide I</i></p>
3. The applicant will pay the assessment or computed amount of business tax and regulatory fees.		<p style="text-align: center;">Business Tax (Revenue Code Tax Table)</p> <p style="text-align: center;">Mayor's Permit (based on line of business)</p> <p style="text-align: center;">Garbage Service Charge (computed based on the total area of the establishment)</p> <p style="text-align: center;">Sanitary and Inspection fee (computed based on the total area of the establishment)</p> <p style="text-align: center;">Environment Certification fee (P 50.00) Building Inspection fee (based on area of business)</p>	1 hour	<p style="text-align: center;">City Treasurer's Office</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.2. The BPLO Head will verify and sign the unified application form and initial on the business permit</p> <p>1.3. The business permit will be recorded on the logbook and will be submitted to the City Mayor's Office for approval</p> <p>1.4. The City Mayor signs/approves the business permit.</p> <p>1.5. The City Mayor's Office will endorse the approved Mayor's permit to BPLO</p>	None	<p>20 minutes</p> <p>20 minutes</p> <p>1 hour</p> <p>1 hour</p>	<p><i>BPLO Head</i></p> <p><i>License Inspector I</i> <i>Admin Aide I</i></p> <p><i>City Mayor</i></p> <p>City Mayor's Office</p>
<p>5. The applicant will claim approved Mayor's Permit and business sticker.</p>	<p>1. The person responsible will let the applicant sign on the logbook and unified form to acknowledge receipt of business permit</p> <p>1.1. The person responsible will release the business plate, business sticker and business permit to the applicant.</p>	None	<p>2 minutes</p> <p>2 minutes</p>	<p><i>License Inspector I</i> <i>Admin Aide I</i></p>



3. Retirement of Business

Service Description: Processing of Business Retirement to completely to stop business operation

Office or Division:	Business Permits and Licensing Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Business owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Accomplished retirement application form			Business Permits and Licensing Office	
2. Business Plate Number			Applicant's Custody	
3 Business Permit (Latest Issued, Original)			Applicant's Custody	
4. Board Resolution/Secretary's Certificate (Original copy, if applicant is Corporation/Cooperative)			Applicant's Custody	
5. Special Power of Attorney (if application is via representative)			Business Owner	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The applicant will fill-up and accomplish the retirement application form and attach the business plate, latest issued business permit, and board resolution (if applicable only). 1.1. The applicant will submit the duly notarize and accomplished retirement application form.	1. Receive and review the accomplished and notarized retirement application form and attachments.	None	30 minutes'	<i>License Inspector I Admin Aide I</i>
	1.1. The accomplished retirement form will be recorded in logbook and subsequently refined to the inspector for verification of the details declared by the applicant.		5 minutes	<i>License Inspector I Admin Aide I</i>
	1.2. The inspector will conduct ocular inspection and verification at the business establishment and there after submits inspection report to the BPLO Head		2 days	<i>Admin Staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. The BPLO Head will review and endorse the retirement application form and inspection report to the assessors.	None	2 minutes	<i>Admin Staff</i>
	1.4. Computation retirement fee and unpaid taxes (if any) and endorse it to the BPLO Head for signature.		1 hour	<i>License Inspector II</i>
	1.5. The BPLO Head will review the assessment and sign.		20 minutes	<i>BPLO Head</i>
	1.6. The retirement application form duly signed by the BPLO Head will be forwarded to the City Treasurer's Office for further conduction inspection and validation.		20 minutes	<i>License Inspector I</i>
	1.7. The City Treasurer's Office will conduct at least two (2) random inspections to validate the findings of the BPLO.		5 days	City Treasurer's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.8. The City Treasurer's Office will endorse the validated inspection report to the BPLO ready for approval by the City Mayor.</p> <p>1.9. The BPLO will notify applicant of the availability of the assessment.</p>	None	<p>20 minutes</p> <p>2 minutes</p>	<p>City Treasurer's Office Inspectors</p> <p><i>License Inspector I</i></p>
2. The applicant will claim assessment.	1. Release assessment and let the applicant acknowledge receipt.	None	10 minutes	<i>License Inspector I</i>
3. The applicant will pay the assessment to the City Treasurer's Office.		Retirement fee (Computed based on declared gross receipt as of the date of retirement—City Revenue Code) Unpaid taxes or fees (if any)	1 hour	City Treasurer's Office
4. The applicant will present the official receipt to the BPLO	1. Log and post the payment details at the Business Permit and Licensing System.	None	20 minutes	<i>License Inspector I</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.1. The BPLO Head will recommend approval and submit retirement application form to the City Mayor.</p> <p>1.2. Approval by the City Mayor.</p> <p>1.3. The City Mayor's Office will endorse approval of retirement application to the BPLO.</p> <p>1.4. Issue payment order to applicant for certification fee.</p>	None	<p>10 minute</p> <p>1 hour</p> <p>1 hour</p> <p>2 minutes</p>	<p><i>BPLO Head License Inspector I Admin Aide I</i></p> <p><i>City Mayor</i></p> <p>City Mayor's Office</p> <p><i>License Inspector I</i></p>
5. Pay Business Retirement Certification Fee		Certification Fee - P50.00 (1 Copy only)	1 hour	City Treasurer's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Present Official Receipt of the Certification fee at the BPLO.	1.Print the business retirement certificate with the payment details.	None	10 minutes	<i>License Inspector I</i>
	1.1. BPLO Head signs Retirement Certificate.		20 minutes	<i>BPLO Head</i>
7. Claim Business Retirement Certificate	1.Release of Business retirement certificate with acknowledgment receipt of the applicant.	None	5 minutes	<i>License Inspector I</i>
	1.1. Tagging as retired business in the Business Permits and Licensing System.		5 minutes	<i>License Inspector I</i>



4. Transfer of Ownership of Business

Service Description: Processing of Transfer of Ownership of the business to the new business owner

Office or Division:	Business Permits and Licensing Office	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Business owners	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Department of Trade and Industry Registration (Sole Proprietorship, 1 photocopy) of the new owner.	Department of Trade and Industry	
2. Cooperative Development Authority (CDA) (Cooperatives, 1 photocopy) Registration of the new cooperative	Cooperative and Development Authority	
3. Set of Securities and Exchange Commission (SEC) Registration of the new corporation (Corporation, 1 photocopy)	Securities and Exchange Commission	
4. Waiver of Rights (of the previous owner)	Previous Business Owner	
5. Proof of Transfer of Ownership. Any of the following, whichever is applicable: 5.1. Deed of Sale 5.2. Extra Judicial Settlement 5.3. Deed of Donation 5.4. Other pertinent documents	Previous Business Owner/Applicant	
6. Issued Business Permit to the Previous Owner of the Business	Previous Business Owner	
7.. Special Power of Attorney (if application is via representative)	Business Owner/Applicant	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements.	1. Receive and verify documents submitted by the applicant.	None	30 minutes	<i>License Inspector I Admin Aide I</i>
	1.1. Log the transaction in the record book for reference.	None	2 minutes	<i>License Inspector I Admin Aide I</i>
	1.2. Computation of transfer fee	50% of 1% of the amount of sale (Revenue Code)	10 minutes	<i>License Inspector II</i>
	1.3. Issue payment order for transfer fee	None	2 minutes	<i>License Inspector II</i>
2. Payment of transfer fee		50% of 1% of the amount of sale (Revenue Code)	1 hour	City Treasurer's Office
3. Present the official receipt representing payment of transfer fee to the BPLO	1. Post and record payment, update details on the unified form.	None	5 minutes	<i>License Inspector I Admin Aide I</i>
	1.1. Update details in the business permit and licensing system		10 minutes	<i>License Inspector II Computer Operator I</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.2. Print the new business permit and endorse to the BPLO Head together with unified form for signature as recommending officer.</p> <p>1.3. Upon signature on the unified form and initial on the business permit the business permit will be logged in the record book and will be submitted to the City Mayor's Office for approval and signature</p> <p>1.4. Once signed and approved the City Mayor's Office will endorse the approved Mayor's permit to BPLO for release</p>	None	<p>10 minutes</p> <p>20 minutes</p> <p>1 hour</p>	<p><i>Computer Operator I Clerk I</i></p> <p><i>BPLO Head License Inspector I Admin Aide I</i></p> <p><i>City Mayor</i></p>
<p>4. The applicant will claim the approved new Mayor's Permit.</p>	<p>1. The person responsible will let the applicant sign on the record book and unified form to acknowledge receipt of business permit.</p> <p>1.1 The person responsible will release the business plate, business sticker and business permit to the applicant.</p>	None	<p>2 minutes</p> <p>2 minutes</p>	<p><i>License Inspector I Admin Aide I</i></p>



5. Permits for Motorized Tricycle Operators

Service Description: Processing of application for Mayor's Permit for Motorized Tricycle for hire.

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Tricycle Operators and Drivers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Franchise (1 Photocopy)		Tuguegarao City—Tricycle Regulatory Unit		
2. OR-CR (1 Photocopy)		Land Transportation Office		
3. Cedula (1 Photocopy)		City Treasurer's Office		
4. Special Power of Atty. (if application is via representative)		Franchise Owner/Operator		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements.	1. Receive and verify documentary requirements. 1.1. Generate computerized pre-filled application form.	None	20 minutes 2 minutes	<i>License Inspector I Admin Aide III</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Sign and submit the generated computerized pre-filled application form	1. Verify the signature and endorse the application to the Tricycle Regulatory Unit Office for Inspection.	None	2 minutes	<i>License Inspector I Admin Aide III</i>
3. Present application form to the Tricycle Regulatory Unit for Inspection and verification.		None	1 hour	Tricycle Regulatory Unit Office
4. Present application form signed by the Tricycle Regulatory Unit inspector.	1. Verify and issue order of payment for Mayor's Permit fee	None	2 minutes	<i>License Inspector I Admin Aide III</i>
5. Applicant pay Mayor's permit fee		P100.00		City Treasurer's Office
6. Present the official receipt of paid Mayor's Permit	1. Release Mayor's Permit Sticker	None	10 minutes	<i>License Inspector I Admin Aide III</i>



6. Special Permit

Service Description: Processing of Special Permit to conduct business or any income generating activity.

Office or Division:	Business Permits and Licensing Office	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Business Owners	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Approved Applicant's Request Letter addressed to the City Mayor	City Mayor's Office
	2. Unified Application form	Business Permits and Licensing Office
	2. SP Resolution (if applicable, 1 photocopy)	Sangguniang Panglungsod Office
	3. Any, whichever is applicable Department of Trade and Industry Registration (if sole proprietorship, 1 photocopy) Set of Securities and Exchange Commission (SEC) Registration (if Corporation, 1 photocopy) Cooperative Development Authority (CDA) Registration (if Cooperative, 1 photocopy)	Department of Trade and Industry Securities and Exchange Commission (SEC) Cooperative Development Authority (CDA)
	4. Barangay Business Clearance (Original	Barangay Hall (Where the business is located)
	5. Occupancy Permit (1 photocopy)	City Engineering's Office
	6. Lease Contract (if applicable, 1 photocopy)	Applicant's Lessor
	7. Sanitary Permit (if applicable, 1	City Health Office
	8. City Environment and Natural Resources Clearance (1 photocopy)	City Environment and Natural Resources Office
	9. Special Power of Atty. (If application is via representative)	Applicant's Lawyer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished unified application form with all the necessary requirements	1. Verify and evaluate submitted accomplished unified application form and requirements.	None	10 minutes	<i>Licensing Officer I Admin Aide I</i>
	1.1. Computation of assessment and issuance of payment order		1 hour	<i>License Inspector II</i>
2. Payment of assessment		Mayor's Permit (based on declared capital) Garbage fee (computed based on the total area of the establishment) Sanitary Permit (computed based on the total area of the establishment) Fire Clearance Fee—P50.00	1 hour	City Treasurer's Office
3. Present official receipt of payment for Mayor's Permit at the Business Permits and Licensing Office.	1. Verify and post payment details.	None	20 minutes	<i>Licensing Officer I Admin Aide I</i>
	1.1. Printing of Special Permit		10 minutes	<i>Computer Operator I</i>
	1.2. Endorse the application to the recommending officer (Head BPLO).		5 minutes	<i>Licensing Office I Admin Aide I</i>



7. Certifications

Service Description: Issuance of Certification and release of documents.

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Applicant's Request Letter addressed to the City Mayor		Mayor's Office		
2. Valid Identification Card		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Verify the submitted requirements	None	10 minutes	<i>Admin Officer III Admin Aide III</i>
	1.1. Issue payment order for certification fee		2 minutes	
2. Pay the certification fee	None	Certification fee—P50.00 (per copy)	1 hour	City Treasurer's Office
3. Present the official receipt of payment for certification fee at the Business Permits and Licensing Office	1. Post the payment details and print the certification.	None	20 minutes	<i>Admin Officer III Admin Aide III</i>
	1.1. Endorse the printed certification to the BPLO Head for signature		20 minutes	<i>Admin Officer III Admin Aide III</i>
	1.2. Verification of request and Approval of the BPLO Head		20 minutes	<i>BPLO Head</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Claim certification	1. Release certification to the requesting party with acknowledgment receipt.	None	5 minutes	<i>Admin Officer III Admin Aide III</i>