

Business Permits (New)

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Business Tax Payer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time assessment of taxes, fees and charges	1. Assessment of business, charges and fees and fire safety fees 1.1 Preparation of tax order of payment (ToP) 1.2 Issue ToP and advise to pay at the pay counter	None	5 minutes	Revenue Collection Clerk I Administrative Aide I Municipal Treasury Office
2. One-time payment of regulatory fees and charges, receipt of OR	2. Acceptance of payment and issuance of official receipt 2.1 Printing of Mayor's Permit for approval	1. Mayor's Permit Fee depends on size and categories of business. 2. Health Certificate = ₱ 100/person 3. Occupational Fee = ₱ 150/person 4. Sanitary Permit based on area occupied	5 minutes	Revenue Collection Clerk I Administrative Aide I Municipal Treasury Office

		by the business. 5. Business Plate = ₱ 150.00 6. Zoning Certificate = ₱ 1,200.00 7. Weight and Measures Depends on the Metric Instrument Weights (₱ 150.00 for 0kg-30kg; ₱ 300.00 for 31kg-300kg; ₱ 400.00 for 301kg-1,000kg; ₱ 600.00 for 1,001kg-2,000kg; ₱ 1,000.00 with capacity of more than 2,001kg) 8. Storage of Flammable Materials depends on Metric Instrument (₱		
--	--	--	--	--



		300.00 for 500- 2,000liter s; ₱ 700.00 for 2,001- 5,000liter s;₱ 2,400.00 for 5,001- 20,000lite rs; ₱ 12,000.00 for 20,001- 50,000lite rs; ₱ 18,000.00 for 50,001- 100,000lit ers; ₱ 19,800.00 over 100,000lit ers)		
TOTAL			10 Minutes	