



**Business Permit and Licensing Office**  
External Services



## 1. ISSUANCE OF BUSINESS PERMIT

All enterprises operating within the territorial jurisdiction of the municipality are required to secure permits. This business permit affirms the legitimacy of the business.

<b>Office or Division:</b>	<b>Business Permit and Licensing Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C-Government to Citizens</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Barangay clearance</li> <li>○ Location sketch from business</li> <li>○ Lease of contract (Market premises)</li> <li>○ Register business name</li> <li>○ Annual electrical inspection certificate</li> <li>○ Sanitary Inspection</li> <li>○ Tax Exemption (if applicable)</li> <li>○ ESWM Certificate</li> <li>○ Fire Safety Inspection Clearance</li> </ul>		Barangay From the client MEEDO DTI MEO MHO BIR MENRO BFP		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. File filled up application form and all necessary requirements	<ul style="list-style-type: none"> <li>○ Verify, validate and assess for order of payment</li> </ul>	Regulatory Fees	15 minutes	BPLO Designate
2. Pay all regulatory fees	<ul style="list-style-type: none"> <li>○ Billing and Issuance of Official Receipt</li> </ul>		5 minutes	RCC II
3. Claim	<ul style="list-style-type: none"> <li>○ Review and release</li> </ul>		5 minutes	BPLO Designate
<b>TOTAL</b>			<b>25 minutes</b>	