

## **Procedures for securing a new business permit**

### **Step 1: Verification, filing and assessment**

The tax payer submits the required documents for city government verification and is interviewed by the frontline service personnel of the Business Permits and Licensing Division (BPLD).

*The requirements of the BPLD are:*

1. Department of Trade and Industry (DTI) Business Name, or Securities and Exchange Commission (SEC) Certificate, or Cooperative Development Authority (CDA) Registration
2. A valid Locational Clearance for business from the City Planning and Development Office

*Note: A valid locational clearance for business should have all the attachments, and the application form presented to the CPDO Zoning Division (ZD). The attachments are: the (a) signed unified application form submitted to the CPDO ZD, (b) barangay clearance, (c) occupancy permit or certification from the Office of the Building Official/City Engineer's Office (OBO/CEO), and (d) contract of lease (if lessee). Absence of any of the attachments make the clearance invalid.*

### **Output: Order of Payment**

### **Step 2: Payment of Taxes and Fees**

The tax payer proceeds to the treasurer's office cashier area and pay computed taxes and fees indicated in the Order of Payment.

### **Output: Official Receipt for settled taxes and fees**

### **Step 3: Claim the Business Permit**

The tax payer returns to the BPLD to claim his/her business permit in the designated area, and submits the accomplished feedback form.

### **Output: Signed Mayor's Permit for Business and attachments supporting the application**