

External Services

1. Application for New Business Permit

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Applicant for Mayor's Permit to operate business
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Applicants of new business permits shall comply with the requirements listed in the unified application form (UAF) of the City Government. The UAF shall be accomplished and signed for accountability.	
1. Duly filled- out Application Form (3 copies) Sketch of Business Location (2 copies)	<ul style="list-style-type: none"> City's website: https://legazpi.gov.ph/services/ or Business Center
2. Certificate of Occupancy of the space/building where business is located (2 copies)	<ul style="list-style-type: none"> Owner of the business entity Owner of the business entity/Office of the Building Official/City Engineer's Office DTI/SEC/CDA
3. Photocopy of DTI/SEC/CDA Certificate (2 copies)	
4. Fire Safety Inspection Certificate (FSIC) for occupancy (1 copy) <i>(also submit a copy of the fire insurance policy, if available)</i>	<ul style="list-style-type: none"> Bureau of Fire Protection
Other possible requirements for new application:	
<ul style="list-style-type: none"> Market Clearance and contract of Lease for Market Stall Holders (2 copies) If business location is not owned, Valid Lease Contract/Authority/Certification from the property owner; Notice of Award (2 copies) <i>(The building/space owner should have a valid business permit as lessor or real estate rental)</i> Requirements that may be determined upon evaluation of the application, such as: <ol style="list-style-type: none"> Affidavit of No Improvement/Electrical Plan (for change of use) Affidavit of non-objection/Manifestation on business operation (non-conforming use per Zoning Ordinance); Environmental Compliance Certificate/ Certificate of Non-coverage (hazardous/ project of national significance) (1 copy) 	<ul style="list-style-type: none"> Albay/Legazpi Market Administration Owner of the business entity

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
<p>Step 1: Filing, Verification, Evaluation and Assessment</p> <p>Location: Business Center (New Applications)</p> <p>1. Submit accomplished and signed application form and requirements to the receiving officer</p>	<p>If application is deemed eligible, the Action Officer encodes the pertinent data</p> <p><i>Electronically submits to the BPLO for approval</i></p> <ul style="list-style-type: none"> ▪ CTO Assessor will electronically assess the taxes and fees ▪ BPLO Staff prints the final version of the application form and order of payment, and release these to the applicant together with a feedback form <p>If application is deemed ineligible, an applicant shall be given a notice of deficiency for compliance</p>	<p>None</p>	<p>1 hour</p>	<p><i>Communication Affairs Assistant I</i></p> <p><i>Administrative Assistant III</i></p> <p><i>Admin. Aide III</i></p>
<p>Step 2: Payment of Taxes & Regulatory Charges</p> <p>Location: Business Center (Payment)</p> <p>1. Pay computed taxes and fees with reference to the issued order of payment provided in hard copy, text or email.</p>	<p>1.1 Receives payment, prepares and issues an Official Receipt</p> <p>1.2 Instructs the client to proceed to Business Center Lane 8 to claim the business permit</p>	<p>Amount of fees and taxes to be paid in the order of payment issued with reference to City Ordinance No. 13- 2007</p>	<p>10 minutes</p>	<p><i>CTO Collector/s</i></p>

<p>Step 3: Claim the business Permit and other Clearances</p> <p>Location: Business Center (Lane 8: Releasing Area)</p> <ol style="list-style-type: none"> 1. Proceed to BPLD Releasing Area 2. Present the Official Receipt (OR) or Proof of Payment and the duly Accomplished Feedback Form 	<ol style="list-style-type: none"> 1.1 Checks the Official Receipt and Accomplished Feedback Form 1.2 Releases the Business Permit together with the business plate and/or sticker upon presentation of Official Receipt and Feedback Form 	<p>None</p>	<p>Applicant shall receive the following:</p> <ol style="list-style-type: none"> 1. Locational clearance for the business 2. Fire Safety Inspection Certificate for the business 3. Mayor's Permit to operate the business 4. Forms for processing the sanitary permit 	<p><i>Communications Affairs Officer III</i></p> <p><i>Administrative Officer I</i></p> <p><i>Communications Affairs Assistant II</i></p> <p><i>Administrative Assistant I</i></p>
	<p>Total</p>	<p>none</p>	<p>3 days (maximum)</p>	

External Services

2. Application for Renewal of Business Permit

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Applicants for renewal of business permit			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Proof of Income (latest income statement from the Bureau of Internal Revenue (BIR) or Audited Financial Statement) 2. Market Clearance for market stall holders 3. Cert. of Authority or Valid Provisional Cert of Authority for Head Office of Pawnshop and Money Service Business (JMC No.1 Series of 2019) 4. BSP Letter on the Issuance of Code for Pawnshops Offices and Money Service Business other than Head Office 			<ul style="list-style-type: none"> • BIR/Accounting Firm • Market Office • BSP • BSP 	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	Maximum PROCESSING TIME	PERSON/S RESPONSIBLE
Step 1: Filing, Verification & Assessment Location: Business Center (Receiving Area) 1. Submit the complete requirements for verification and assessment to the receiving officer	1.1 If an application is deemed eligible, the Action Officer encodes the pertinent data <ul style="list-style-type: none"> ▪ <i>Electronically submits the application to the BPLO for approval.</i> ▪ <i>CTO Assessor will electronically assess the taxes and fees</i> ▪ <i>Action Officer prints the application form</i> 	None	60 minutes	<i>Admin. Aide III</i> <i>Licensing Inspector II</i> <i>Admin. Aide VI</i> <i>Licensing Inspector I</i> <i>Administrative Assistant VI</i> <i>Administrative Assistant I</i>

	<p><i>and order of payment and release the same with the feedback form for submission when claiming the permit.</i></p> <p>1.2 If an application is deemed ineligible, proper documentation of findings will be given to him/her</p>			
<p>Step 2: Pay Taxes & Regulatory Charges</p> <p>Location: Business Center Payment</p> <p>1. Pay computed taxes and fees with reference to the issued order of payment provided in hard copy, text or email</p>	<p>1.1 Receives payment, prepares and issues Official Receipt</p> <p>2.2 Instructs the client to proceed to Business Center Lane 8 to claim the business permit</p>	<p>Amount of fees and taxes to be paid in the order of payment issued with reference to City Ordinance No. 13-2007</p>	<p>10 minutes</p>	<p><i>CTO Collector/s</i></p>

<p>Step 3: Claim the Business Permit</p> <p>Location: Business Permits Licensing Division Lane 8</p> <p>1. Proceed to the releasing area and present the Official Receipt (OR) or proof of income and the duly accomplished feedback form</p>	<p>3.1 Checks the Official Receipt and Accomplished Feedback Form</p> <p>3.2 Releases the Business Permit together with the business plate and/or sticker and Forms for processing the sanitary permit</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Communication Affairs Officer III</i></p> <p><i>Administrative Officer I</i></p> <p><i>Communication Affairs Assistant II</i></p> <p><i>Admin. Assistant I</i></p>
	<p>Total</p>	<p>none</p>	<p>1 hour and 20 minutes (maximum)</p>	

External Services

3. Online Application for New Business Permit

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Online Applicants for New Business Permit
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

Note: requirements for face to face new is the same with online new

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Step 1: Application, Processing, Verification and Assessment</p> <p>Location: Business Permits & Licensing Division</p> <ol style="list-style-type: none"> Client logs-in to lgbizrenewal@gmail.com to download the electronic copy of the Application Form, fill it up and send the same If the requirements are complete, client waits for the confirmation message from Action Officer and wait for further instructions 	<ol style="list-style-type: none"> Action Officer requests the client for the ecopy of the following documentary requirements: <ol style="list-style-type: none"> Filled-out and signed Application Form signed by Business Owner If deemed eligible, Action Officer advises client to send required documents before proceeding to the next step 	<p>Amount of fees and taxes to be paid in the TOP which was based on City Ordinance No. 13-2007</p>	<p>15 minutes</p>	<p><i>Licensing Officer II</i> <i>BPLO</i></p>

	<p>1.3 Action Officer upon receiving the complete requirements, processes sent documents and sends the Tax Order of Payment (TOP)/ Assessment Record) sent by the Action Officer in City Treasurer's Office to the client</p> <p>1.4 Action Officer advises client to pay online thru Land Bank of the Philippines (LBP) or DBP; GCASH or PAYMAYA by following the instructions as provided in their websites or pay at the Treasurer's Office Payment area</p>		15 minutes	
<p>STEP 2: Payment of Taxes and Fees</p> <p>Location: City Treasurer's Office</p> <p>1. If client opts to pay online, client type-in the Application Number icon in the required space which can be found in the Tax Order of Payment (Assessment Record) sent to him/her</p> <p>2. Client select payment options by filling-in the needed information then proceed to click the Pay Now icon to select the type of payment he chooses</p>	<p>1.1 Land Bank & DBP Staffs, GCash and PayMaya processes the payment of the client</p>	<p>Amount of fees and taxes to be paid in the TOP which was based on City Ordinance No. 13-2007</p>	5 minutes	<p><i>Land Bank &/or DBP Staffs, GCash, Paymaya</i></p>

<p>3. If the client opts to pay in City Treasurer's Office, he/she brings her/his Tax Order of Payment/Assessment Record and pay the taxes and fees</p> <p>4. Client sends the Official Receipt to lqpbizrenewal@gmail.com and waits for further instructions from Action Officer</p>	<p>1.2 City Treasurer's Office Revenue Collection Officer processes the payment & issue the Official Receipt</p> <p>1.3 If client paid online, Action Officer advises client to send the Official Receipt Number or copy of the Official Receipt to lqpbizrenewal@gmail.com.</p> <p>1.4 Once validated with CTO, the Action Officer sends advance copy of the Permit to client & advises her to proceed to BPLO Lane 8 to claim the Permit</p>	None	5 minutes	<i>Revenue Collection Officers</i>
<p>STEP 3: Releasing of Mayor's Permit Electronic Copy of the Permit shall be emailed to the applicant or the applicant shall claim the permit at Lane 8 BPLO Releasing Staff</p> <p>1. If a representative will claim the Business Permit, Action Officer advises the client to let his representative bring with him/her an Authorization Letter</p>	<p>1.1 Action Officer in Lane 9 asks for copies of the following documents:</p> <p>Accomplished Customer's Feedback Form</p> <p>Authorization Letter (If representative will get the Mayor's Permit</p>	None	5 minutes	<i>Licensing Off. II</i> <i>BPLO</i> <i>Comm. Affairs Officer III</i> <i>Admin. Officer I</i> <i>Comm. Affairs Asst. II</i> <i>Admin. Asst. I - BPLO</i>
	Total		1 hour	

External Services

4. Online Application for Renewal of Business Permit

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Online Applicants for Renewal of Business Permit
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Updated Application Form with updated number of employees – food & non-food (delivery vehicle if applicable) 2. Proof of income <ol style="list-style-type: none"> 2.1. Income Statement from BIR / Income Tax Return from the previous year. (Quarterly Income Tax Return and Annual Income Tax Return) 2.2. Audited financial statement 3. Market Clearance for market stall holders 4. Cert. of Authority or Valid Provisional Cert of Authority for Head Office of Pawnshop and Money Service Business (JMC No.1 Series of 2019) 5. BSP Letter on the Issuance of Code for Pawnshops Offices and Money Service Business other than Head Office 	<p>City's website: https://legazpi.gov.ph/services/ or Business Center</p> <p>BIR</p> <p>Market Office</p> <p>BSP</p> <p>BSP</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Go to legazpi.gov.ph 2. Click on the Business Permit Application tab 3. Provide the information requested in the fillable forms 4. Download the latest application form 5. Fill out application form 6. Attach requirements and send 7. Request for the Business Tax Order 8. Proceed to the Cash Receipts Division, City Treasurer's Office 9. Received the Mayor's Permit 	<p>Officer provides the Tax Order of Payment</p> <p>Approval of the Business Permit Application</p> <p>Issuance of the Business Permit at the Business Permits & Licensing Office</p>	<p>Amount of fees and taxes to be paid is based on City Ordinance No. 132007</p>	<p>25 minutes</p>	<p><i>Action Officer – BPLO</i></p> <p><i>Revenue Collection Officer – City Treasurer's Office (CTO)</i></p> <p><i>City Mayor's Office</i></p> <p><i>Action Officer - BPLO</i></p>
	Total		25 minutes	

External Services

5. Tricycle Operators' Permit

Office or Division:		Business Permit and Licensing Office		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		Applicants for Tricycle Operators Permit		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original or photocopy of the following documents: 1. Application form 2. Cedula		BPLO City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the requirements for verification	1.1 Action Officer verifies the requirements and gives client the vehicle inspection report form and advises to proceed to the defined inspection area	None	3 minutes	<i>BPLO Staff</i>
2. Client returns with the accomplished vehicle inspection report	2.1 PSO/designated tricycle inspectors inspect the unit for its road worthiness		5 minutes	
3. Client goes back to BPLO	3.1 Action officer verifies the inspection report and gives client the assessment/order of payment	None	5 Minutes	<i>BPLO Staff</i>
4. Client proceeds to the City Treasurer's Office to pay the fees		Amount of fees and taxes to be paid in the TOP which was based on City Ordinance No. 13-2007	10 minutes	<i>Rev. Collection Officers - City Treasurer's Office</i>

<p>5. Client returns to BPLO and submits the Official Receipt from City Treasurer's Office</p>	<p>5.1 Action Officer checks the Official receipt. Mayor's Permit is then encoded and printed in 2 copies.</p> <p>5.2 Action Officer forwards the documents to the authorized persons for signature: BPLO and LCE</p>		<p>5 minutes</p>	<p><i>BPLO Staff</i></p> <p><i>BPLO Staff</i></p>
<p>6. Client returns to BPLO to claim the Mayor's Permit together with the sticker and other documents</p>	<p>6.1 Action Officer releases the Mayor's Permit and client affixes his signature in the logbook</p>		<p>1 hour</p>	<p><i>BPLO Staff</i></p>
	<p>Total</p>		<p>Within the day</p>	

External Services

6. Mayor's Clearance

Office or Division:		Business Permit and Licensing Office		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		Applicants for Mayor's Clearance		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original copies of the following documents: <ul style="list-style-type: none"> 1. Barangay Clearance 2. City Court Clearance 2. Police Clearance 2. City Prosecutor's Clearance 		Barangay City Court PNP City Prosecutor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Location: Business Permits & Licenses Office				
1. Client asks for the list of requirements in securing the Mayor's Clearance	1.1 Action Officer gives client the checklist to be accomplished and refer the client to City Treasurer's for the assessment/payment of fees	None	5 minutes	<i>Officer of the Day - BPLO</i>
2. Client proceeds to CTO to pay the clearance fee			5 minutes	<i>Rev. Collection Officers - City Treasurer's Office</i>
3. Client secures all the requirements				

<p>4. Client goes back to Business Permit & Licensing Office and submits the documents mentioned above including the Official Receipt from City Treasurer's Office</p>	<p>4.1 Action Officer checks the completeness of the submitted documents. If Complete clearance is printed in 2 copies and BPLO affix initial in the document</p>		<p>5 minutes</p>	<p>BPLO</p>
<p>5. Client goes to the City Mayor's Office for his signature</p>	<p>5.1 Action Officer instructs the client to go to the Mayor's Office for the City Mayor's signature</p>			
	<p>Total</p>		<p>Within the day</p>	

External Services

7. Non-Revenue Miscellaneous Permit

Office or Division:		Business Permit and Licensing Office		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		Applicants for Permit		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<ol style="list-style-type: none"> Letter Request 2nd Endorsement from City Engineering Office (CEO) 		Business Permit and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> Client presents the Endorsement from City Engineering to Officer of the Day 	<ol style="list-style-type: none"> Officer of the Day receives the endorsement and refer the client to concerned Action Officer 	Amount of fees and taxes to be paid is based on City Ordinance No. 132007	2 minutes	<i>Action Officer - BPLO</i>
	Action Officer checks the endorsement and prepares the document in 2 copies & instructs client to pay the corresponding fees at the City Treasurer		5 minutes	<i>Revenue Collection Officer – City Treasurer’s Office (CTO)</i>
<ol style="list-style-type: none"> Client pays the corresponding fees 	<ol style="list-style-type: none"> Action Officer/s in City Treasurer prepares the Official Receipt 		5 minutes	<i>Officer IV – BPLO</i>

3. Client receives the original copy from the Action Officer	3.1 Action Officer requests the client to sign the document before the Head of Office signs the final copy 3.2 Action Officer gives the original copy to client 3.3 Action Officer files duplicate copy		5 minutes minute minutes	
	Total		20 minutes	

External Services

8. Application for Certified True Copy of Business Permit

Office or Division:		Business Permit and Licensing Division		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		Business Owner		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photocopy of Mayor's Permit		BPLO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fills out the request form provided by the BPLO Officer of the day			5 minutes	<i>Action Officer - BPLO</i>
2. Client proceeds to pay the required fees to the City Treasurer's Office		Amount of fees and taxes to be paid is based on City Ordinance No. 132007	10 minutes	<i>Revenue Collection Officer – City Treasurer's Office (CTO)</i>
3. Client returns to claim the requested document	The Officer validates the document before releasing		5 minutes	<i>Action Officer - BPLO</i>
	Total		20 minutes	

External Services

9. Application for Additional Line of Business (same location/area)

Office or Division:	Business Permit and Licensing Division
Classification:	G2C
Type of Transaction:	Simple
Who may avail:	Applicant for Additional Line of Business
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Applicants of new business permits shall comply with the requirements listed in the unified application form (UAF) of the City Government. The UAF shall be accomplished and signed for accountability.</p> <ol style="list-style-type: none"> 1. Duly filled- out Application Form (3 copies) 2. Sketch of Business Location (2 copies) 3. Photocopy of DTI/SEC/CDA Certificate (2 copies) <p>Other possible requirements for new application:</p> <ul style="list-style-type: none"> ➤ Market Clearance and contract of Lease for Market Stall Holders (2 copies) ➤ If business location is not owned, Valid Lease Contract/Authority/Certification from the property owner; Notice of Award (2 copies) <i>(The building/space owner should have a valid business permit as lessor or real estate rental)</i> 	<ul style="list-style-type: none"> • City's website: https://legazpi.gov.ph/services/ or Business Center • Owner of the business entity • DTI/SEC/CDA • Albay/Legazpi Market Administration • Owner of the business entity

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
<p>Step 1: Filing, Verification, Evaluation and Assessment</p> <p>Location: Business Center (New Applications)</p> <p>1. Submit accomplished and signed application form and requirements to the receiving officer</p>	<p>If application is deemed eligible, the Action Officer encodes the pertinent data</p> <ul style="list-style-type: none"> ▪ <i>Electronically submits to the BPLO for approval</i> ▪ <i>CTO Assessor will electronically assess the taxes and fees</i> ▪ <i>BPLO Staff prints the final version of the application form and order of payment, and release these to the applicant together with a feedback form</i> <p>If application is deemed ineligible, an applicant shall be given a notice of deficiency for compliance</p>	<p>None</p>	<p>1 hour</p>	<p><i>Communication Affairs Assistant I</i></p> <p><i>Administrative Assistant III</i></p> <p><i>Admin. Aide III</i></p>
<p>Step 2: Payment of Taxes & Regulatory Charges</p> <p>Location: Business Center (Payment)</p> <p>1. Pay computed taxes and fees with reference to the issued order of payment provided in hard copy, text or email.</p>	<p>1.1 Receives payment, prepares and issues an Official Receipt</p> <p>1.2 Instructs the client to proceed to Business Center Lane 8 to claim the business permit</p>	<p>Amount of fees and taxes to be paid in the order of payment issued with reference to City Ordinance No. 13-2007</p>	<p>10 minutes</p>	<p><i>CTO Collector/s</i></p>

<p>Step 3: Claim the Business Permit and other Clearances</p> <p>Location: Business Center (Lane 8: Releasing Area)</p> <ol style="list-style-type: none"> 1. Proceed to BPLO Releasing Area 2. Present the Official Receipt (OR) or Proof of Payment and the duly Accomplished Feedback Form 	<ol style="list-style-type: none"> 1.1 Checks the Official Receipt and Accomplished Feedback Form 2.1 Releases the Business Permit together with the business plate and/or sticker upon presentation of Official Receipt and Feedback Form 	<p>None</p>	<ol style="list-style-type: none"> 1. Mayor's Permit to operate the business 2. Forms for processing the sanitary permit 	<p><i>Communications Affairs Officer III</i></p> <p><i>Administrative Officer I</i></p> <p><i>Communications Affairs Assistant II</i></p> <p><i>Administrative Assistant I</i></p>
	<p>Total</p>		<p>3 days (maximum)</p>	

External Services

10. Online Application for Additional Line of Business (same location/area)

Office or Division:		Business Permits and Licensing Division		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		Online Applicants for Additional Line of Business		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Note: <i>requirements for face to face new is the same with online new</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Step 1: Application, Processing, Verification and Assessment</p> <p>Location: Business Permits & Licensing Division</p> <p>1. Client logs-in to lgbizrenewal@gmail.com to download the electronic copy of the Application Form, fill it up and send the same</p>	<p>1.1 Action Officer requests the client for the e-copy of the following documentary requirements:</p> <p>A. Filled-out and signed Application Form signed by Business Owner</p>	<p>Amount of fees and taxes to be paid in the TOP which was based on City Ordinance No. 132007</p>	<p>15 minutes</p>	<p><i>Licensing Officer II / BPLO</i></p>

<p>2. If the requirements are complete, client waits for the confirmation message from Action Officer and wait for further instructions</p>	<p>2.1 If deemed eligible, Action Officer advises client to send required documents before proceeding to the next step</p>	<p>Amount of fees and taxes to be paid in the TOP which was based on City Ordinance No. 132007</p>	<p>15 minutes</p>	<p><i>Licensing Officer II / BPLO</i></p>
	<p>2.2 Action Officer upon receiving the complete requirements, processes sent documents and sends the Tax Order of Payment (TOP)/ Assessment Record) sent by the Action Officer in City Treasurer's Office to the client</p>		<p>15 minutes</p>	<p><i>Licensing Officer II / BPLO</i></p>
	<p>2.3 Action Officer advises client to pay online thru Land Bank of the Philippines (LBP) or DBP; GCASH or PAYMAYA by following the instructions as provided in their websites or pay at the Treasurer's Office Payment area</p>		<p>5 minutes</p>	<p><i>Licensing Officer II / BPLO</i></p>

<p>Step 2: Payment of Taxes and Fees</p> <p>Location: City Treasurer's Office</p> <ol style="list-style-type: none"> 1. If client opts to pay online, client type-in the Application Number icon in the required space which can be found in the Tax Order of Payment (Assessment Record) sent to him/her 2. Client select payment options by filling-in the needed information then proceed to click the Pay Now icon to select the type of payment he chooses 3. If the client opts to pay in City Treasurer's Office, he/she brings her/his Tax Order of Payment/Assessment Record and pay the taxes and fees 4. 2.4 Client sends the Official Receipt to lqpbizrenewal@gmail.com. and waits for further instructions from Action Officer 	<ol style="list-style-type: none"> 1.1 Land Bank & DBP Staffs, GCash and PayMaya processes the payment of the client 3.1 City Treasurer's Office Revenue Collection Officer processes the payment & issue the Official Receipt 4.1 If client paid online, Action Officer advises client to send the Official Receipt Number or copy of the Official Receipt to lqpbizrenewal@gmail.com. 4.2 Once validated with CTO, the Action Officer sends advance copy of the Permit to client & advises her to proceed to BPLO Lane 8 to claim the Permit 	<p>Amount of fees and taxes to be paid in the TOP which was based on City Ordinance No. 13-2007</p>	<p>5 minutes</p> <p>5 minutes</p>	<p><i>Land Bank &/or DBP Staffs, GCash, Paymaya</i></p> <p><i>Revenue Collection Officers - City Treasurer's Office (CTO)</i></p> <p><i>LBP / DBP Staf Licensing Off. II - BPLO</i></p> <p><i>Licensing Off. II -BPLO</i></p>
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<p>Step 3: Releasing of Mayor's Permit</p> <p>Electronic Copy of the Permit shall be emailed to the applicant or the applicant shall claim the permit at Lane 8 BPLO Releasing Staff</p> <p>1. If a representative will claim the Business Permit, Action Officer advises the client to let his representative bring with him/her an Authorization Letter</p>	<p>1.1 Action Officer in Lane 9 asks for copies of the following documents:</p> <p>Accomplished Customer's Feedback Form</p> <p>Authorization Letter (If representative will get the Mayor's Permit</p>	<p>None</p>		<p><i>Comm. Affairs Officer III</i></p> <p><i>Admin. Officer I</i> <i>Comm. Affairs</i></p> <p><i>Asst. II Admin.</i> <i>Asst. I - BPLO</i></p>
	<p>Total</p>		<p>1 hour</p>	

External Services

11. Request for Certification of Business Record

Office or Division:		Business Permits and Licensing Office		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		Applicants for Certification of Business Record		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form		Business Permit and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fills out the request form then submit the form once done	Officer checks the form and advises client to proceed to the Treasurer's Office for payment	Amount of fees and taxes to be paid is based on City Ordinance No. 132007	5 minutes	<i>Revenue Collection Officer – City Treasurer's Office (CTO)</i>
2. Client proceeds to pay the required fees at the City Treasurer's Office	Officer releases the record requested by the Client as soon as the payment is done.		10 minutes	<i>Action Officer - BPLO</i>
3. Client returns to present the official receipt to claim the requested copy of record/document			5 minutes	
	Total		20 minutes	

External Services

12. Application for Transfer of Location/Business Address

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Applicant for Transfer of Location/Business Address
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Applicants of new business permits shall comply with the requirements listed in the unified application form (UAF) of the City Government. The UAF shall be accomplished and signed for accountability.</p> <ol style="list-style-type: none"> 1. Duly filled- out Application Form (3 copies) 2. Sketch of Business Location (2 copies) 3. Certificate of Occupancy of the space/building where business is located (2 copies) 4. Photocopy of DTI/SEC/CDA Certificate (2 copies) 5. Fire Safety Inspection Certificate (FSIC) for occupancy (1 copy) <i>(also submit a copy of the fire insurance policy, if available)</i> <p>Other possible requirements for new application:</p> <ul style="list-style-type: none"> ▪ Market Clearance and contract of Lease for Market Stall Holders (2 copies) ▪ If business location is not owned, Valid Lease Contract/Authority/Certification from the property owner; Notice of Award (2 copies) <i>(The building/space owner should have a valid business permit as lessor or real estate rental)</i> ▪ Requirements that may be determined upon evaluation of the application, such as: <ol style="list-style-type: none"> d. Affidavit of No Improvement/Electrical Plan (for change of use) e. Affidavit of non-objection/Manifestation on business operation (non-conforming use per Zoning Ordinance); f. Environmental Compliance Certificate/ Certificate of Non-coverage (hazardous/ project of national significance) (1 copy) 	<ul style="list-style-type: none"> • City's website: https://legazpi.gov.ph/services/ or Business Center • Owner of the business entity • Owner of the business entity/Office of the Building Official/City Engineer's Office • DTI/SEC/CDA • Bureau of Fire Protection • Albay/Legazpi Market Administration • Owner of the business entity

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
<p>Step 1: Filing, Verification, Evaluation and Assessment</p> <p>Location: Business Center (New Applications)</p> <p>1. Submit accomplished and signed application form and requirements to the receiving officer</p>	<p>If application is deemed eligible, the Action Officer encodes the pertinent data</p> <ul style="list-style-type: none"> ▪ <i>Electronically submits to the BPLO for approval</i> ▪ <i>CTO Assessor will electronically assess the taxes and fees</i> ▪ <i>BPLO Staff prints the final version of the application form and order of payment, and release these to the applicant together with a feedback form</i> <p>If application is deemed ineligible, an applicant shall be given a notice of deficiency for compliance</p>	<p>None</p>	<p>1 hour</p>	<p><i>Communication Affairs Assistant I</i></p> <p><i>Administrative Assistant III</i></p> <p><i>Admin. Aide III</i></p>
<p>Step 2: Payment of Taxes & Regulatory Charges</p> <p>Location: Business Center (Payment)</p> <p>1. Pay computed taxes and fees with reference to the issued order of payment provided in hard copy, text or email.</p>	<p>1.1 Receives payment, prepares and issues an Official Receipt</p> <p>1.2 Instructs the client to proceed to Business Center Lane 8 to claim the business permit</p>	<p>Amount of fees and taxes to be paid in the order of payment issued with reference to City Ordinance No. 13-2007</p>	<p>10 minutes</p>	<p><i>CTO Collector/s</i></p>

<p>Step 3: Claim the Business Permit and other Clearances</p> <p>Location: Business Center (Lane 8: Releasing Area)</p> <p>3.1 Proceed to BPLD Releasing Area</p> <p>3.2 Present the Official Receipt (OR) or Proof of Payment and the duly Accomplished Feedback Form</p>	<p>3.1 Checks the Official Receipt and Accomplished Feedback Form</p> <p>3.2 Releases the Business Permit together with the business plate and/or sticker upon presentation of Official Receipt and Feedback Form</p>	<p>None</p>	<p>Applicant shall receive the following:</p> <ol style="list-style-type: none"> 1. Locational clearance for the business 2. Fire Safety Inspection Certificate for the business 3. Mayor's Permit to operate the business 4. Forms for processing the sanitary permit 	<p><i>Communications Affairs Officer III</i></p> <p><i>Administrative Officer I</i></p> <p><i>Communications Affairs Assistant II</i></p> <p><i>Administrative Assistant I</i></p>
	<p>Total</p>		<p>3 days (maximum)</p>	