

Procedure of Renewal of Mayor's Permit to operate a business. (Face to Face)

Step 1- Filing, Verification & Assessment

Applicant submits the complete requirements for verification and assessment to the BPLO receiving officer in any of the following lanes:

- Priority Lane – for senior citizen, pregnant, person with disability and men and women applicants with young children with them ages 10 years old and below.
- Express lane – for applicants with 1-2 application.
- Bulk Lane- for applicants with three (3) or more application.

Requirements:

1. Original and 1 Photocopy of Proof of income (latest Income Tax Return from the BIR or Audited Financial Statement). The original copy shall be returned to the applicant.
2. 1 Original copy of Market Clearance for market stall holder. (The clearance shall be returned to the applicant upon release of the mayor's Permit.
3. 1 Photocopy of the Certificate of Authority or Valid Provisional Certificate of Authority for Head Office of Pawnshop and Money Service Business (JMC No. 1 Series of 2019)
4. 1 Photocopy of BSP Letter on the Issuance of Code for Pawnshops Offices and Money Service Business other than Head Office.

Step 2: Pay Taxes & Regulatory Charges

Applicant pays computed taxes and fees with reference to the issued order of payment provided in hard copy, text or email at the Office of the City Treasurer or thru any of the following:

1. Land Bank of the Philippine
2. Development Bank of the Philippines
3. Pay Maya
4. GCash

Step 3: Claim the Business Permit

Applicant claims the business permit, business plate and or sticker at the BPLO (Lane 8) upon presentation of the duly accomplished feedback form.

Procedure of securing of New Mayor's Permit to operate a business.

Step 1: Filing, Verification, Evaluation and Assessment

Applicant submits 1 copy of duly accomplished and signed application form and requirements to the receiving officer.

- New Applicants Lane

The requirements submitted by the applicant shall be forwarded electronically by the BPLO to the regulatory offices for their approval. Once approved the application proceed to Step 2.

Step 2: Payment of Taxes & Regulatory Charges

Applicant pays computed taxes and fees with reference to the issued order of payment provided in hard copy, text or email or thru the following:

1. Land Bank of the Philippine
2. Development Bank of the Philippines
3. Pay Maya
4. GCash

Step 3: Claim the Business Permit and other Clearances

Applicant claims the business permit, business plate and or sticker at the BPLO (Lane 8) upon presentation of the duly accomplished feedback form.

CHECKLIST OF REQUIREMENTS:

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. 1 original copy of duly filled- out Application Form
2. 2 copies of Sketch of Business Location
3. 1 Original copy and 1 photocopy of Certificate of Occupancy of the space/building where business is located. The original copy shall be returned to the applicant upon verification.
4. 1 Photocopy of DTI/SEC/CDA Certificate

Other possible requirements for new application:

- 1 original copy of Market Clearance and 1 photocopy contract of Lease for Market Stall Holders
- If business location is not owned, 1 photocopy of Valid Lease Contract/Authority/Certification from the property owner; Notice of Award (*The building/space owner should have a valid business permit as lessor or real estate rental*)
- Requirements that may be determined upon evaluation of the application, such as:
 - a. 1 original copy of Affidavit of No Improvement/Electrical Plan (for change of use)
 - b. 1 original copy of Affidavit of non-objection/Manifestation on business operation (non-conforming use per Zoning Ordinance);
 - c. 1 original copy Environmental Compliance Certificate/ Certificate of Non-coverage (hazardous/ project of national significance)