

HOW TO PAY?



OPTION 1: Walk-in

- Proceed to the City Treasurer's Office, City Hall Compound, Rizal St., Legazpi City
- Present the Tax Order of Payment (TOP)
- You may pay in **cash, credit card** (Visa & Mastercard), **debit card** (BancNet), **dated cheque, Paymaya, and GCash**

OPTION 2: Bank Deposit/Transfer

- Deposit or transfer your payment to the city's Landbank or DBP account

Landbank

Acct. No: 0132-005-060

Acct. Name: Legazpi Gen. Fund

Development Bank of the Philippines

Acct. No: 0615-005812-080

Acct. Name: City Treasurer's Office, Legazpi City

Note: For your payment to be recognized, kindly send the following details via email at cto_leg@yahoo.com or **FB Messenger (City Treasurer's Office, Legazpi City)**:
(1) validated deposit slip or payment confirmation and,
(2) if RPT, Tax Declaration Number or if Business Tax, the Business/Owner's Name. Official receipts will be issued after 2-3 business days.

OPTION 3: Online

- Proceed to the Legazpi City Website: **legazpi.gov.ph > Online Services > Services**
- Select your transaction. Fill in the needed information and choose your desired payment option in the Type of Payment
- Supply the needed information and proceed to pay

GCash
QR Code



BancNet

Link.BizPortal



VISA



PayMaya



LGU LEGAZPI FRONTLINE EXTENSION OFFICES 3F Pacific Mall Legazpi



Business Permit and Licensing Office

☎ 0915-872-7722

✉ legpermit2@gmail.com



City Engineer's Office

Office of the Building Official

☎ 0995-892-0111

✉ annualbldginspectionleg@gmail.com



City Planning & Development Office

Local Zoning Division

✉ cpdozoning.legazpi@gmail.com



City Treasurer's Office

✉ cto_leg@yahoo.com



City Assessor's Office

✉ legazpi.assessorsoffice@gmail.com



Bureau of Fire Protection

☎ 0917-185-9984 / 0919-992-5484



CITY GOVERNMENT OF LEGAZPI
Business Permit & Licensing Office



PROCEDURE FOR YEAR 2025 BUSINESS REGISTRATION IN LEGAZPI CITY

JANUARY 2, 2025 - FEBRUARY 15, 2025



legazpi.gov.ph

ONSITE NEW BUSINESS REGISTRATION REQUIREMENTS



Proceed to Business Permit and Licensing Office or Frontline Extension Office at 3F Pacific Mall

- 1 original copy of duly filled-out Unified Application Form (can be downloaded at legazpi.gov.ph/downloadable-forms/)
- Sketch of Business Location
- 1 Original copy and 1 photocopy of Certificate of Occupancy of the space/building where business is located.
- 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)

ONSITE RENEWAL REQUIREMENTS



Proceed to Business Permit and Licensing Office or Frontline Extension Office at 3F Pacific Mall

- Original and 1 Photocopy of Proof of income (latest Income Tax Return from the BIR or Audited Financial Statement).
- 1 Original copy of Market Clearance for market stall holder.

Other Possible Requirements for Renewal of Application

- 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)
- 1 Photocopy of BSP Letter on the Issuance of Code for Pawnshops Offices and Money Service Business other than Head Office.

PROCEDURE FOR ONSITE NEW AND RENEWAL OF BUSINESS REGISTRATION

01 Filing, Verification, Evaluation & Assessment



New Application:

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

» New Applicant's Lane

Renewal of Application

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 3 or more application

02 Payment of Taxes and Fees

Applicant pays computed taxes and fees with reference to the printed tax order of payment thru the following:

- » City Treasurer's Office
- » GCash
- » Paymaya
- » DBP
- » Landbank
- » Mastercard
- » Visa



03 Claim the Business Permit and Clearances



Applicant claims the business permit, business plate and or sticker at the BPLO (Lane 9 - Releasing) upon presentation of the duly accomplished feedback form (given to the applicant at the start of the transaction)

PROCEDURE FOR ONLINE NEW AND RENEWAL OF BUSINESS REGISTRATION

Filing, Verification, & Assessment

New Application:

- Proceed to the Legazpi City Website: **legazpi.gov.ph > Online Services > Services**
- Click the **"new business application"**
- Specify the required information
- Fill out the necessary details in the **Unified Application Form (UAF)**
- Attach the following requirements in pdf or image file:
 - Signed Unified Application Form (UAF)
 - Sketch of Business Location
 - DTI/SEC/CDA Certificate of Registration
 - Valid Lease Contract/Authority or Certification from the property owner or Notice of Award (if building is not owned)
- Review and verify the information before submitting the application
- Upon approval of the application, a notification will be sent to the client via email or text message

Renewal of Application:

- Proceed to the Legazpi City Website: **legazpi.gov.ph > Online Services > Services**
- Click **"renew business application"**
- Input the **Business Identification Number (BIN)** (to be found at the previous business permit under the Bar Code)
- Specify the required information
- Attach the following requirement:
 - Latest Income Tax Return / Proof of Income
- Review and verify the information before submitting the application
- Upon approval of the application, a notification will be sent to the client via email or text message

Payment of Taxes and Fees

Applicant pays computed taxes and fees with reference to the issued tax order of payment thru the following:



Claim the Business Permits and Clearances

Electronic copy of the business permit shall be emailed to the applicant or the applicant claims the permit, business plate and or sticker at the BPLO (Lane 9 - Releasing) upon presentation of the duly accomplished feedback form.