



1. Issuance of Business Permit - Business One Stop Shop (BOSS)

Business Permits and Licenses are issued for regulatory purposes and under certain condition upon which they are issued pursuant to a law or ordinance, the entitlement thereof is not a matter of right but a privilege, and neither is it a property. A license or a permit is not a contract between the sovereignty and the licensee or permittee, and is not a property in the constitutional sense, as to which the constitutional proscription against impairment of the obligation of contracts may extend. A license is rather in the nature of a special privilege, of a permission or authority to do what is within its terms. It is not in any way vested, permanent or absolute.

Office or Division:	Business Permit and Licensing Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All business establishments in the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up Application Form		Business Permits and Licensing Division		
1 photocopy of the following documents:				
Community tax/Cedula for Business		Municipal Treasurer's Office (Windows 1-6)		
Barangay Clearance for Business		Barangay Hall		
DTI Registration (single proprietorship)		Department of Trade and Industry		
SEC Registration (Corporation)		Securities and Exchange Commission		
CDA Registration (Cooperative)		Cooperative Development Authority		
Sanitary Permit (c/o Birthing Center)		Municipal Health Office		
Photocopy of Lessor's Business Permit		Owner of Establishment		
Building Permit		Municipal Engineer's Office		
MENRO Certificate		Municipal Environment and Natural Resources Office		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
File application with complete requirements at the receiving area.	Receive and evaluate pre-requisite documents, assessment and processing of the same to the concern offices and national line agencies. Encode/Upload and Verify documents (5 minutes) Endorse	None	4 Hours	<i>Administrative Officer V</i> <i>Administrative Aide IV</i> <i>Administrative Aide I</i> Business Permit & Licensing Division



	<p>documents to MEO (50 minutes)</p> <p>Endorse documents to MENRO (55 minutes)</p> <p>Endorse documents to MEEEO (5 minutes)</p> <p>Endorse documents to MHO (2 hours)</p> <p>Endorse documents to BFP (5 minutes)</p> <p>1. A. Assessment of business tax and other regulatory fees and computation of order of payment.</p>			
<p>2. Pay the required fees at the Office of the Municipal Treasurer (Windows 1-6)</p>	<p>2. Issuance of Official Receipt</p>	<p>Please refer to schedule of fees</p> <p>(Municipal Ordinance No. 354)</p>		<p><i>Revenue Collection Clerk II</i></p> <p>Office of the Municipal Treasurer</p>
<p>3. Claim the approved Business Permit</p>	<p>3. Issuance and approval of the Business Permit at the Office of the Mayor and release of approved Business Permit to client</p>	<p>None</p>	<p>30 Minutes</p>	<p><i>Administrative Officer V</i></p> <p><i>Administrative Aide IV</i></p> <p><i>Administrative Aide I</i></p> <p>Business Permit & Licensing Division</p>
	<p>TOTAL:</p>	<p>Please refer to schedule of fees (Municipal Ordinance No. 354)</p>	<p>4 Hours and 30 Minutes</p>	