



4. Issuance of Mayor's Permit

The Office of the Mayor issues Mayor's Permit to individuals and business establishments in the municipality as one of requirements in putting up their business, building constructions and other related services that needs Mayor's Permit.

Office or Division	Office of the Mayor			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who may avail	Individuals, business establishments and owners of buildings			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request (1 original copy)		Office of the Mayor		
Official Receipt (1 original copy)		Office of the Municipal Treasurer (Windows 1-6)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present Letter of Request for evaluation at the Receiving Area of the Office of the Mayor	1. Receive documents and check all documents needed and advice client to pay the required fees at the Municipal Treasurer's Office	None	3 Minutes	<i>Administrative Aide I</i> Office of the Mayor
2. Pay required fees at the Municipal Treasurer's Office (Windows 1-6) and present the Official Receipt at the Office of the Mayor	2.1. Issuance of Official Receipt	Please refer to the computation of the BPLD and MEO		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.2. Prepare Mayor's Permit and forward to the Mayor/Municipal Administrator for approval	None	5 Minutes	<i>Administrative Aide I</i> Office of the Mayor
	2.3 Approval of Mayor's Permit	None	5 Minutes	<i>Municipal Mayor</i> <i>Municipal Administrator</i> Office of the Mayor



3. Claim approved Mayor's Permit	3. Record, file an office copy and release approved Mayor's Permit	None	2 Minutes	<i>Administrative Aide I</i> Office of the Mayor
	TOTAL:	Please refer to the computation of the BPLD and MEO	15 Minutes	