



7. Issuance of Official Receipts for Mayor’s Permit on Hauling and Trucking Services

A permit fee shall be collected from every person engaged in the business of hauling and trucking services operating within this municipality. The fee imposed herein shall not be collected from operators of hauling and trucking services whose trucks merely pass this municipality.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of payment (1 original copy) (Application for Mayor’s Permit)		Office of the Mayor		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1 Present Order of Payment at the Office of the Municipal Treasurer- Business Tax Section (Windows 1-6)	1. Accept and verify the order of payment.	None	2 Minutes	<i>Local Treasury Operation Officer I (LTOO I)</i> <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
2. Pay the corresponding amount at the Office of the Municipal Treasurer- Business Tax Section (Windows 1-6)	2. Receive payment and issue official receipt.	₱ 500.00/ truck per annum	3 Minutes	<i>Local Treasury Operation Officer I (LTOO I)</i> <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	TOTAL	₱ 500.00/ truck per annum	5 Minutes	