**X. OFFICE OF THE MUNICIPAL MAYOR**

**10.1. Granting of new or renewal of Mayor’s Permit and Business License**

ABOUT THE SERVICE: Before the start of operations, all business establishments are required to secure Business License and Mayor’s Permit. Such permit is renewable every year as stated in the Local Tax Ordinance.

CLIENT GROUPS:

Business owners

REQUIREMENTS:

* Community Tax Certificate
* Barangay Business Clearance ( at barangay where business is located)
* Documentary stamp ( for sanitary permit and fire safety clearance)
* BIR Certification
* Location clearance
* Sanitary permit
* Income Tax Return of preceding year (gross income above P100,000.00)
* Business permit of preceding year
* Sworn declaration

*Additional Requirements for new business:*

* Registration- DTI/SEC/CDA

SERICE SCHEDULES:

Monday –Friday

8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES:

Business taxes ( Based on the type of business and capital)

Mayor’s Permit (Based on the kind of business)

TOTAL PROCESSING TIME: 1 hour, 30 minutes

Application will not be processed without the submission of all the requirements

PROCESS OF AVAILING THE SERVICE:

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| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Secure and fill-up application form and submit for review of the completeness of requirements | Secures duly accomplished application form. Reviews requirement | 10 minutes | Armeda C. Manlapaz  Blesilda Bagalihog |
| 2. Present the gross sales/capitalization for verification and initial at the sworn declaration ( for approval of gross sales, the sworn declaration for the previous year should also be presented) | Verifies declared gross sales/capitalization | 15 minutes | Armeda C. Manlapaz  Blesilda Bagalihog |
| 3. Proceed to the MTO for the computation and recording of business tax and license fee at the back of sworn declaration | Computes and records business tax and license fee | 5 minutes | Armeda C. Manlapaz  Blesilda Bagalihog |
| 4. Return to the Mayor’s Office for the approval of sworn declaration | Approves sworn declaration | 10 minutes | Armeda C. Manlapaz  Blesilda Bagalihog |
| 5. Return to the MTO for the payment of business tax | Collects payment. Issues OR | 10 minutes | Janeth C. Escototo  Carlo B. Marcaida  Melody T. CApellan |
| 6. Proceed to the Municipal Assessor’s Office for verification of real property.  6a. If there is no real property, secure certification from the assessor’s office  6b. If there is real property, proceed to MTO for certification of no tax arrears. If there are tax arrears, return to the assessor’s office and secure order of payment and pay tax arrears and penalties | Verifies/assesses real property of applicant  Issues certification  Issues order of payment  Collects payments | 20 minutes | Armeda C. Manlapaz  Blesilda Bagalihog |
| 7. Return to the Mayor’s Office for submission of accomplished requirements | Receives accomplished requirements. Advises client when to get the business permit | 10 minutes | Armeda C. Manlapaz  Blesilda Bagalihog |
| 8. Receive the Business permit at the scheduled date of release | Releases business permit | 10 minutes | Armeda C. Manlapaz  Blesilda Bagalihog |