**7.1. Collection of Business Tax and Mayor’s Permit Fees**

ABOUT THE SERVICE: All business establishments are required to secure a Business License and a Mayor’s Permit and pay the corresponding business taxes before its operation. The business license is renewed every January as mandated in the Local Tax Ordinance.

CLIENT GROUPS:

Business establishment owners

REQUIREMENTS:

* Sworn declaration
* Community tax
* Barangay business clearance
* Sanitary permit
* BIR clearance
* DTI Registration
* Fire clearance
* Electrical clearance

SERICE SCHEDULES:

Monday –Friday

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

FEES/CHARGES:

Business taxes:

* + New business computed based on the type of business and capital
  + Existing business computed based on the annual gross receipts

TOTAL PROCESSING TIME: 13 minutes

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Present all requirements for business permit at the Office of the Municipal Treasurer. | Review documents submitted.  Computes business tax and other regulatory fees | 10 minutes | Janeth C. Escototo  Carlo B. Marcaida  Melody T. CApellan |
| 2. Pay business taxes and other regulatory fees and charges | Issues official receipt | 3 minutes | Janeth C. Escototo  Carlo B. Marcaida  Melody T. CApellan |