



**REPUBLIC OF THE PHILIPPINES
PROVINCE OF BATANGAS
MUNICIPALITY OF CALATAGAN**

BUSINESS PERMIT AND LICENSING OFFICE

Type of Frontline Service : Assesment of Business Tax Regulatory Fees/Issuance of Business Permits
Schedule of Availability of Service : Mondays to Friday/ 8:00am to 5:00pm
Who May Avail of the Service : Business Taxpayers
Duration : 1 hour

No.	PROCEDURE	TIME	PERSON IN CHARGE	FEES	OUTPUT
1	The client will secure and filled up application form from the BPLO who will check the same afterwards. The Application form has control number and checklist of requirements	5-10 min	Client/ BPLO		Secure/Filled Out Application Form with checklist of requirements
2	Assesment of declared gross receipts, regulatory fees and payment of the required fees	15-20 min	BPLO MTO MPDO ENGINEERING	Based on the 2013 Revised Revenue Code	Gross receipts assessed
					Regulatory fees paid
					Locational Clearance
					Building Permit
3	Issuance of the Fire Clearance	5-10 min	BFP		Fire Clearance Issued
4	Issuance of Sanitary Permit	5-10 min	MHO		Sanitary Permit Issued
5	Permit, Signature and Releasing of Business Permit	5-10 min	BPLO LCE/Authorized Signatory		Business Permit Issued

RAUL C. LADERAS

Executive Assistance/Licensing Officer-Designate