



**BUSINESS PERMIT AND LICENSING
OFFICE
EXTERNAL SERVICES**

1. Business Registration (New Application)

Business Registration of Newly Started Business Establishments

Office or Division:	Business Permit and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Owners			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DTI Registration for Single Proprietorship , SEC Registration for Corporation and Partnership and CDA for Cooperative		DTI , Securities and Exchange Commission (SEC) Office or CDA		
Contract of Lease		Lessor		
Cedula		Treasury Office		
Tax Clearance/Tax Declaration/Proof of Ownership (for resorts)		Treasury Office/Assessor's Office		
Health and Sanitary Permit		Sanitary Inspector – Rural Health Unit		
Barangay Business Clearance		Sangguniang Barangay		
Environmental Compliance Certificate (ECC)/ Certificate of Non-Coverage for large enterprises		Department of Environment and Natural Resources		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Requirements and Provide Information (Business Form)	1. Check the submitted requirements 2. Encodes information 3. Compute Taxes, Fees and Charges.	none	15-20 mins.	BPLO Office Other Endorsing Offices
Payment of Computed Tax , Fees and Charges	1. Issues Official Receipt	Based on Revenue Code	20-30mins.	MTO staff for payment
Claim of Business Permit	Issuance of Business Permit and other Permits	None	15-20 mins.	BPLO Office
	Total	Revenue Code	1 hour and 10 mins	BPLO and MTO

2. Business Registration (Renewal)

Business Registration of Business Establishments

Office or Division:	Business Permit and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Owners			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DTI Registration for Single Proprietorship , SEC Registration for Corporation and Partnership and CDA for Cooperative		DTI , Securities and Exchange Commission (SEC) Office or CDA		
Declaration of Gross Sales(Tax Verification Slip)		BIR Office		
Contract of Lease		Lessor		
Cedula		Treasurer`s Office		
Health and Sanitary Permit		Sanitary Inspector – Rural Health Unit		
Barangay Business Clearance		Sangguniang Barangay		
Environmental Compliance Certificate (ECC)/ Certificate of Non-Coverage for large enterprises		Department of Environment and Natural Resources		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Requirements and Provide Information (Business Form)	1. Check the submitted requirements 2. Encodes information 3. Compute Taxes, Fees and Charges	none	15-20 mins.	BPLO Office Other Endorsing Offices
Payment of Computed Tax , Fees and Charges	1. Issues Official Receipts	Based on Revenue Code	20-30mins.	MTO staff for payment
Claim of Business Permit	Issuance of Business Permit and other Permits	None	15-20 mins.	BPLO Office