

**MAYOR'S PERMIT**  
BUSINESS PERMIT AND LICENSING UNIT  
OFFICE OF THE CITY MAYOR

**A. MAYOR'S PERMIT APPLICATION FOR BUSINESS**

Mayors' Permit for business is required before a person, natural or juridical, can commence managing legal business operation. It embodies the requirements for the operation of a business. It is a pre-requisite to the issuance of Business License, which is the authority to operate a legal business.

**WHO MAY AVAIL OF THE SERVICE:**

**ALL BUSINESS OWNERS, (SINGLE PROPRIETORS AND JURIDICAL ENTITIES)**

**REQUIREMENTS: (Reference: DILG-DTI JMC No. 1, series 2010, Streamlining of Business Permitting and Licensing Reforms, BPLS)**

**(FOR NEW AND RENEWAL BUSINESS PERMIT APPLICANTS)**

Secure application form for business at the Licensing Unit. Answer all information item.

\* Duly accomplished application form for Business Permit and License attached with complete **primary requirements:**

1. DTI Registration for Siongle Proprietorship (suggestion-data bank)  
SEC Registration for Juridical Entities  
CDA Registration for Cooperatives
2. Barangay Business Clearance where the business is located
3. Current Community Tax Certificate (Cedula) for Single Proprietorship  
Corporate Cedula (CC1 for Juridical Entities)

**Mandatory Documentary Requirements based on JMC No. 1 series 2010**

1. Fire Clearance ( Bureau of Fire Protection)
2. Annual/Building Inspection Certificate (Office of the City Engineer)
3. Health and Sanitary Permit (City Health Unit)

**Additional Requirements:**

1. Zoning Certificate (City Planning and Development Office)
2. Real Property Tax Clearance (City Treasurer's Office)
3. For Businesses within the Market Premises and Designated Areas Under the Market Administration
  1. Market Clearance
  2. Certificate of Award
  3. Lease Contract

**NOTE:** All other requirements depending on the kind of business must be complied within thirty (30) days after the release of the Mayor's Permit

## HOW TO AVAIL THE SERVICE

STEPS	RESPONSE TIME	PERSON TO APPROACH	FEES	WHERE AND WHEN AVAILABLE
Encoding vital information of Mayor's Permit applications to the database	5 minutes	Eduard Jason S. Joers	none	<b>Business Permits and Licensing Unit 2/F City Hall Annex</b>  <b>Mondays to Fridays</b>  <b>8:00 AM to 5:00 PM</b>
Assessment of Mayor's Permit fee, Sticker and Business Registration Plate	5 minutes	Ernesto A. Gonzales, Jr.	Mayor's Permit Fee depends on the kind of business, number of line of activity/ies	
		Purisima Sarah S. Joers	Sticker - 25.00 (Renewal)	
			Business Registration Plate - 250.00 (New)	

## ISSUANCE OF MAYOR'S PERMIT FOR BUSINESS

(New and Renewal, applications that passed the Inspection Team)

### HOW TO AVAIL OF THE SERVICE:

STEPS	RESPONSE TIME	PERSON TO APPROACH	FEES	WHERE AND WHEN AVAILABLE
Verification of payments and validation of documentary requirements, primary and additional	10 minutes	Purisima Sarah S. Joers/ Joel B. Bongon	depending on the assessment by the concerned Offices	<b>Business Permits and Licensing Unit, 2/F City Hall Annex</b>  <b>Mondays to Fridays</b>  <b>8:00 AM to 5:00 PM</b>

**Documentary requirements that must be attached, primary and Mandatory based from BPLS**

1. Official Receipts of all fees and charges that were assessed
2. DTI/SEC/CDA Registration
2. Barangay Clearance where the business is located
3. Community Tax (Cedula) for Single Proprietorship  
CC1 for Juridical Entities
4. Health and Sanitary Permit
5. Fire Clearance Certificate
6. Duly accomplished application for Business Form

**Other requirements:**

1. Real Property Tax Clearance
2. Zoning Clearance
3. Articles and By-Laws (Juridical Entities)
4. If business is located within the Market Premises or Designated Areas under the Market Administration:
  - a. Market Clearance, applicable to both current and new stallholders
  - b. Certificate of Award to new stallholders
  - c. Current Lease Contract
  - d. Compromise Agreement if applicable
5. Assessment Record duly signed by the applicant, Business Assessor, and the City Treasurer
6. Applicant's application information sheet (E-TRACTS generated form) signed by the applicant

STEPS	RESPONSE TIME	PERSON TO APPROACH	FEES	WHERE AND WHEN AVAILABLE
Printing of Mayor's Permit both New and Renewal	5 minutes	Eduard Jason S. Joers	none	<b>Business Permits and Licensing Unit 2/F City Hall Annex</b>  <b>Mondays to Fridays</b>  <b>8:00 AM to 5:00 PM</b>
		Purisima Sarah S. Joers		
Checking and Signature as Recommending Approval	3 minutes	Ernesto A. Gonzales, Jr.	none	
Transmittal of Pre-Approved Mayor's Permit application for business to the Office of the City Mayor for final approval	5 to 10 minutes	Purisima Sarah s. Joers	none	
		Sheila Balbin		
Sealing, Recording and Releasing of Approved Mayor's Permit, Sticker and Bus. Reg. Plate	5 minutes	Eduard Jason S. Joers	none	
		Sheila Balbin/Analyn Consulta		