BUSINESS PERMIT AND LICENSING OFFICE

SERVICE CATEGORY

BUSINESS PERMIT AND LICENSING SERVICES OFFICE

1. APPLYING FOR BUSINESS PERMIT (NEW)

Before you start operating your business, you need to secure a Mayor's Permit or Business Permit from the Local Government Unit (LGU) where your business is located. Procedures for obtaining a permit may vary depending on the local regulations and ordinances the city or municipality seeks to implement.

OFFICE / DIVISION:	Business Permit and Licensing Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C – Government to Citizens; G2B – Government to Business
WHO MAY AVAIL:	Private Sector and Individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Unified Business Permit Application Form (JMC#1, S2016) 2. 1 pc (2x2) Photo 3. Barangay Clearance to operate (photocopy) 4. DTI/SEC/CDA (photocopy) 5. Community Tax Certificate (Individual/Corporation) 6. Contract of Lease/Agreement (if rented) photocopy 7. Zoning/Locational Clearance 8. Real Property Tax Payment 9. Building Permit/Occupancy Clearance 10. Fire Safety Inspection Certificate (FSIC) 11. Health/Sanitary Permit	1. Business Permit and Licensing Office 2. Registered owner of business or president of the corporation 3. Barangay where the business is located 4. Department of Trade and Industry/Security and Exchange Commission/Cooperative Development Authority 5. Business Permit Licensing Office 6. Lessor and Lessee Agreement 7. Municipal Planning and Development Coordinating Office 8. Tax Clearance from the Municipal Treasurer's Office 9. Municipal Engineering Office 10. Bureau of Fire Protection (BFP) 11. Municipal Health Office 12. Concern Agencies

12. Other requirements from National Agencies (photocopy)				
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit duly accomplished Unified Business Permit Application Form and necessary documents	1.1 Receive / Acknowledge and evaluate the submitted documents *If documents are missing, notify the client to complete the requirements*	None (Back to Step 1)	20 minutes	**RANDY C. ENRIQUEZ** Administrative Officer V/BPLO -Designate
	1.2. Encode the application to the System			**MARIE ROSE G. BIO** License Inspector II
	1.3 Endorsing Offices: a. Municipal Planning and Development Coordinating Office b. Municipal Engineering Office c. Bureau of Fire Protection d. Municipal Health Office e. Municipal Assessor Office		2 hours	Endorsing Offices Staff on duty: a. MPDC Staff b. Engineering Staff c. BFP Staff d. Sanitary Inspector Staff e. Assessor's Staff

2. Wait for the system-generated tax order of payment and pay	2.1 Print tax order of payment		5 minutes	**BRENDA LYN C. VILORIA** Revenue Collection Clerk II
	2.2 Accepts payment and issue Official Receipt (AF No.51) and Community Tax Certificate (BIR Form 0016) in Municipal Treasurer's Office	Php 1,422.00 (or based on capital investment Section 2B.07, of Revenue Code of Castillejos, Zambales Series 2006, Art. C. Sec.2C.01. Rate of Community Tax in the amount of P5.00 plus an additional tax of P1.00 per P1,000.00 of income regardless of business, the exercise of the profession, or from property Fifteen percent (15%) of all fees charged by the Local Government Unit (LGU) but no case shall be lower than P500.00	15 minutes	**EDNA JOAN C. ASUNCION** Revenue Collection Clerk II

	2.3 Bureau of Fire Protection (Collecting Officer) Fund Code (BFP) 03104350		30 minutes	**BFP Collecting Officer on duty**
3. Fill up the client feedback form and receive Business/Mayor's Permit	3.1 Receive the accomplished form 3.2 Release of Business/Mayors Permit, Plate/Sticker	None	15 minutes	**MARIE ROSE G. BIO** License Inspector II
TOTAL:		**(Based on Revenue Code)** **Php 500.00 - BFP**	**3 hours and 25 minutes**	

2. APPLYING FOR BUSINESS PERMIT (RENEWAL)

Before you start operating your business, you need to secure a Mayor's Permit or Business Permit from the Local Government Unit (LGU) where your business is located. Procedures for obtaining a permit may vary depending on the local regulations and ordinances the city or municipality seeks to implement.

OFFICE / DIVISION:	Business Permit and Licensing Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C – Government to Citizens; G2B – Government to Business
WHO MAY AVAIL:	Private Sector and Individual

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Unified Business Permit Application Form (JMC#1, S2016)	1. Business Permit and Licensing Office

2. 1 pc (2x2) Photo 3. Sworn Statement of Gross Receipts or Sales of the preceding calendar year 4. Barangay Clearance to operate (photocopy) 5 Previous Mayors/Business Permit (photocopy) 6. Community Tax Certificate (Individual/Corporation) 7. Contract of Lease/Agreement (if rented) photocopy 7. Zoning/Locational Clearance 8. Real Property Tax Payment 9. Fire Safety Inspection Certificate (FSIC) 10. Health/Sanitary Permit	2. Registered owner of business or president of the corporation 3. Accountant/Bookkeeper/Owner of business entity 4. Barangay where the business is located 5. Owner of the business 6. Business Permit and Licensing Office 7. Lessor and Lessee Agreement 8. Tax Clearance from the Municipal Treasurer's Office 9. Bureau of Fire Protection (BFP) 10. Municipal Health Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Unified Business Permit Application Form and necessary documents	1.1 Receive / Acknowledge and evaluate the submitted documents *If documents are missing, notify the client to complete the requirements*	None (Back to Step 1)	20 minutes	**RANDY C. ENRIQUEZ** Administrative Officer V/BPLO -Designate
	1.2. Encode the application to the System			**MARIE ROSE G. BIO** License Inspector II
	1.3 Endorsing Offices: a. Municipal Planning and Development		2 hours	Endorsing Offices Staff on duty: a. MPDC Staff

	Coordinating Office b. Municipal Engineering Office c. Bureau of Fire Protection d. Municipal Health Office e. Municipal Assessor Office			b. Engineering Staff c. BFP Staff d. Sanitary Inspector Staff e. Assessor's Staff
2. Wait for the system-generated tax order of payment and pay	2.1 Print tax order of payment		5 minutes	**BRENDA LYN C. VILORIA** Revenue Collection Clerk II
	2.2 Accepts payment and issue Official Receipt (AF No.51) and Community Tax Certificate (BIR Form 0016) in Municipal Treasurer's Office	Based on Gross Sales of the proceeding calendar year Article B, Sec.2B.01, Revenue Code of Castillejos Zambales Series 2006 Art. C. Sec.2C.01. Rate of Community Tax in the amount of P5.00 plus an additional tax of P1.00 per P1,000.00 of income regardless f business, the exercise of a	15 minutes	**EDNA JOAN C. ASUNCION** Revenue Collection Clerk II

		profession, or from property Fifteen percent (15%) of all fees charged by the Local Government Unit (LGU) but no case shall be lower than P500.00		
	2.3 Bureau of Fire Protection (Collecting Officer) Fund Code (BFP) 03104350		30 minutes	**BFP Collecting Officer on duty**
3. Fill up the client feedback form and receive Business/ Mayor's Permit	3.1 Receive the accomplished form 3.2 Release of Business/Mayor s Permit, Plate/Sticker	None	15 minutes	**MARIE ROSE G. BIO** License Inspector II
TOTAL:		**(Based on Revenue Code)** **Php 500.00 - BFP**	**3 hours and 25 minutes**	

3. REQUEST FOR BUSINESS DATA / INFORMATION (via Letter and Electronic Mail)

Typically, government departments and organizations in the public sector gather data to assist citizens and provide services. The public sector can use this previously collected information to minimize expenses for operations, enhance public service, and better meet the needs of particular communities in today's analytics-driven society.

OFFICE / DIVISION:	Business Permit and Licensing Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2G – Government to Government
WHO MAY AVAIL:	Typically, government departments and organizations in the public sector gather data to assist citizens and provide services. The public sector can use this previously collected information to minimize expenses for operations, enhance public service, and better meet the needs of particular communities in today's analytics-driven society.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request letter for business data/information	1. Requesting Government Agencies

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Transmit the Request via letter to this address: Business Permit and Licensing Office, Ground Floor, Municipal Building, Barangay San Juan, Castillejos, Zambales 2208 and email to thart1993@gmail.com for business data/ information	1.1 Receive / Acknowledge and evaluate the request 1.2 Submit to Office of the Mayor for Approval.	None	1 day	**RANDY C. ENRIQUEZ** Administrative Officer V/BPLO -Designate **MARIE ROSE G. BIO** License Inspector II Endorsing Offices Staff on duty: a. MPDC Staff b. Engineering Staff c. BFP Staff d. Sanitary Inspector Staff e. Assessor's Staff

2. Wait for the request to be Processed	2.1 Process the requested data/information	None	1 day	**RANDY C. ENRIQUEZ** Administrative Officer V/BPLO -Designate **MARIE ROSE G. BIO** License Inspector II
3. Receive the requested data/ information	3.1 Send requested data/ information	None	10 minutes	**MARIE ROSE G. BIO** License Inspector II
TOTAL:		None	**2 days and 10 minutes**	

4. REQUEST FOR CLEARANCES AND CERTIFICATION FOR BUSINESS

Economic conditions are a common reason for closing the business. Business owners make difficult decisions at the time in business. One of the toughest decisions can be whether to close their company. Business owners often review their company to determine the sustainability of business operations. Several reasons can exist for closing a business. Each reason can affect the company's operations in different ways. (1) low profit, (2) unavailable resources, (3) tough competition, (4) financial, (5) health issues, and (6) migration.

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TYPE OF TRANSACTION:	G2C – Government to Citizens; G2B – Government to Business
WHO MAY AVAIL:	Private Sector and Individual

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request letter for certification/clearances	1. Owner of the business entity
2. Surrender the original Mayor's/Business Permit and plate last issued	2. Owner of the business entity 3. Barangay where the business is located 4. Owner of the business entity 5. Owner of the business entity

3. Barangay Certification for no operation, no records found, transfer of ownership, and other information pertaining to the business entity (photocopy) 4. DTI/SEC/CDA (photocopy) 5. Sworn Statement of Gross Receipts or Sales of the preceding calendar year	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for certification/clearances such as: A. Retirement of Business B. No records were found	1.1 Receive / Acknowledge and evaluate the request *If documents are missing, notify the client to complete the requirements* 1.2 Search in the registry of Business establishments based on a particular business entity	Based on the remaining gross sales upon the date of business retirement Art.B., Sec.2B.05(d), The Revenue Code of Castillejos, Zambales S2006	30 minutes	**RANDY C. ENRIQUEZ** Administrative Officer V/BPLO -Designate **MARIE ROSE G. BIO** License Inspector II
2. Pays the corresponding amount based on the remaining gross sales upon the date of business retirement and pay the	2.1 Accepts payment and issue Official Receipt (AF No,151) in the Municipal Treasurer's Office	Php 50.00 / page, Article G, Section 4G.01, Revenue Code of Castillejos Zambales Series 2006	10 minutes	**BRENDA LYN C. VILORIA** Revenue Collection Clerk II **EDNA JOAN C. ASUNCION** Revenue Collection Clerk II

number of copies needed				
3. Receive the certifications/clearances	3.1 Release of certifications/clearances	None	10 minutes	**MARIE ROSE G. BIO** License Inspector II
TOTAL:		**(Based on the Revenue Code)**	**50 minutes**	