

Issuance of Business Permit

The Office is in charge of assessing and computing necessary fees for clients to settle prior to approval of their Business Permits. Business Permits are renewed from the first working day of January up to 20th day and clients may choose to pay on an annual, semi-annual, or quarterly basis. For quarterly basis, payments are due on the 20th day of the starting month of every quarter and failure to pay within this period would have a penalty of 25%.

Office or Division:	Treasury Office	
Classification:	Simple	
Type of Transaction:	G2B-Government to Business Entity	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Barangay Business Clearance (1 original copy) 2. Community Tax Certificate (1 original copy) 3. Police Clearance (1 original copy) 4. Medical Certificate(1 original copy) 5. SSS Clearance (1 photocopy) 6. Sanitary Permit (1 original copy) 	<ol style="list-style-type: none"> 1. Barangay where business established 2. Barangay where business owner resides 3. Burgos Municipal Police Station 4. SSS Personnel/SSS Office 5. Rural Health Unit 6. RHU 	
FEES:	<ol style="list-style-type: none"> 1. Mayor's Permit & Sanitary inspection Fee (refer to RRTC of 2015) = amount depends on the kind of business to put up 2. Sanitary Permit = P100.00 3. Health Certificate = P50.00 4. Application Fee = P20.00 5. Business Plate = P200.00 	

6. Health Certificate = P50.00 7. Police Clearance = P50.00 8. Medical Certificate - P50.00 9. Documentary Stamp = P30.00				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up application form for New Business or Renewal of Business 1.1 Submit requirements	1. Give application form 1.1 Verify/validate requirements	None	10 minutes	<i>Rev. Collection Clerk II/Mun. Treasurer</i> <i>Treasury Office</i>
2. Wait for the computation of fees 2.1 Pay required fees	2. Assess payment based on submitted documents 2.1 Receive payment& issue official receipt	Refer to the the List of Fees above	15 min	<i>Rev. Collection Clerk II/Mun. Treasurer</i> <i>Treasury Office</i>
3. Bring complete documents/ requirements with the attached receipt to the Office of the Mayor	3. Validate documents and prepare Mayor's Permit 3.1 Sign Business Permit	none	30 min	<i>Adm. Aide VI</i> <i>Mayor's Office</i> <i>Municipal Mayor</i>
3. Receive duly signed Mayor's Permit	3. Release Mayor's Permit	none	5 min	<i>Adm. Aide VI</i> <i>Mayor's Office</i>
	TOTAL	Refer to the List above	1 hour	