

Issuance of Business Permit (Renewal)

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. Community Tax Certificate (1 original copy) 2. Health Certificate (1 original copy) 3. Sanitary Permit (1 original copy) 4. SSS Clearance (1 photocopy) 5. DTI Certificate (1 photocopy) 6. Fire Safety Inspection Certificate (FSIC) 	<ol style="list-style-type: none"> 1. Barangay where business owner resides 2. Rural Health Unit 3. Rural Health Unit 4. SSS Personnel/SSS Office 5. DTI Office / Negosyo Center 6. Bureau of Fire Protection

FEES:

1. Mayor's Permit Fee (refer to RRTC of 2023) = amount depends on the kind of business
2. Sanitary Permit Fee = P150.00
3. Health Certificate Fee = P70.00
4. Application Fee = P50.00
5. Sticker Fee = P 75.00 (Good for 2 years)
6. Documentary Stamp Fee = P60.00
7. Sanitary Inspection Fee = amount depends on the area of the business establishment
 - P 250.00 - With an area of 25 sq.m. or more but not less than 50 sq.m.
 - P 300.00 - With an area of 50 sq.m. or more but not less than 100 sq.m.
 - P 350.00 - With an area of 100 sq.m. or more but not less than 200 sq.m.
 - P 400.00 - With an area of 200 sq.m. or more but not less than 500 sq.m.
 - P 450.00 - With an area of 500 sq.m. or more but not less than 1000 sq.m.
 - P 600.00 - With an area of 1,000 sq.m.
8. Business Tax = on retailers Gross Sales:
 - P 400,000.00 or less x 2.90
 - More than P 400,000.00 x 1.45% + P 11,600.00
9. Business Clearance Fee= amount depends on where the business established
 - P 20.00 – Agpay, Caoayan, Dalacdac & Lower Tumapoc
 - P 30.00 – Bilis, Delles, Libtong, Linuan & Upper Tumapoc
 - P 50.00 – Imelda, New Poblacion & Old Poblacion

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE
1. Fill up application form 1.1 Submit requirements	1. Give application form 1.1 Verify/validate requirements	None	5 minutes	Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid <i>Ticket Checker</i> Ailyn P. Cabinto <i>LT00 I</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 List of Fees above	15 min	Edison B. Quezada Rev. Collection Clerk II Leonora S. Lubid Ticket Checker Ailyn P. Cabinto LTOO I
3. Receive duly signed Mayor's Permit	3. Release Mayor's Permit	none	5 min	Runyl B. Pappia ao Adm. Aide VI
	TOTAL	Refer to the List above	25 min	