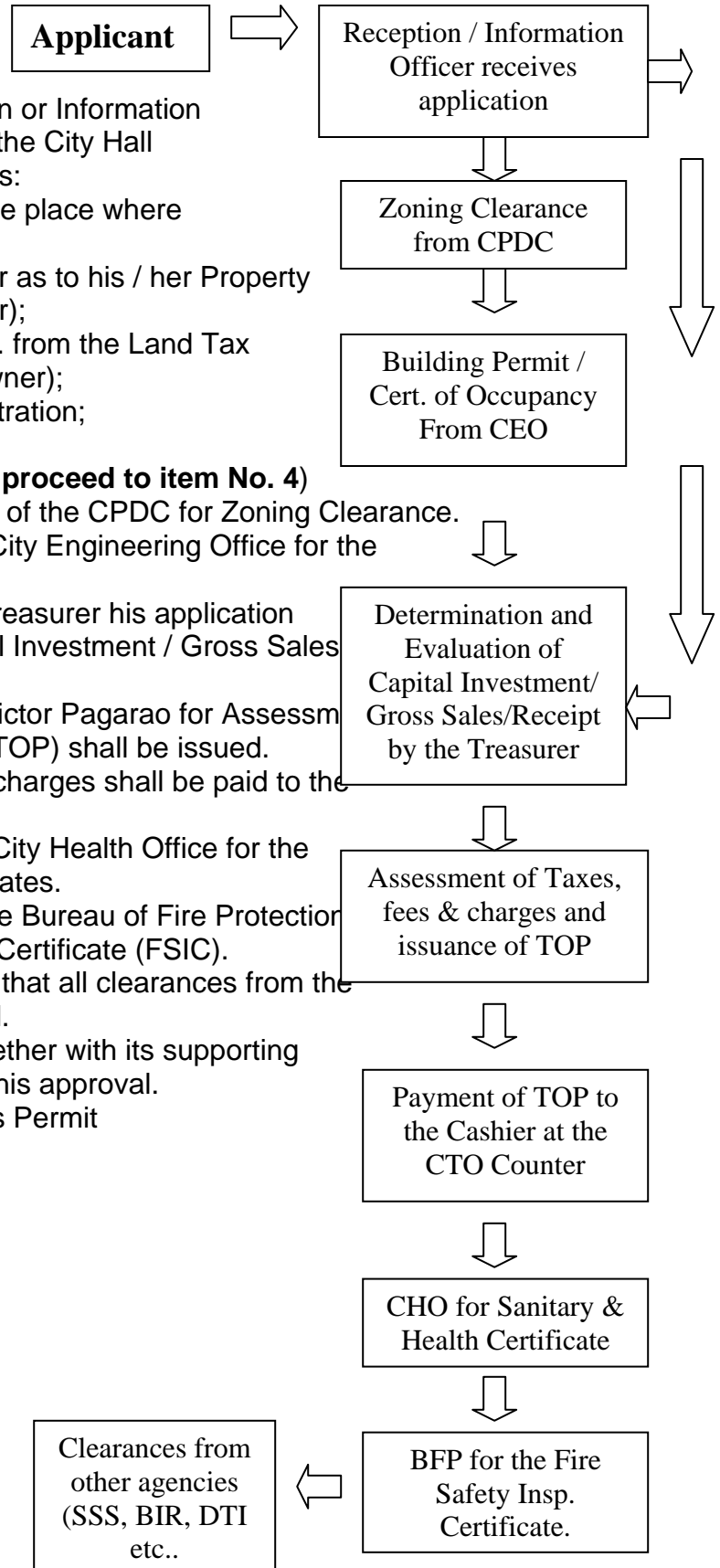


“Business Permit One-Stop-Shop” PROCESS FLOW

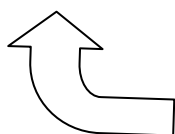
Steps:

1. Applicants may inquire from the Reception or Information Officer at Permits & Licensing Section at the City Hall Lobby bringing the following requirements:
 - a. Barangay Business Clearance from the place where Business is located;
 - b. (1) Certification from the City Assessor as to his / her Property Holdings (if not a Real Property Owner);
(2) Real Property Tax Clearance Cert. from the Land Tax Section, MTO (if a Real Property Owner);
 - c. Xerox copy of DTI Certificate of Registration;
 - d. Police Clearance

(Note: **Applicants for Renewal shall proceed to item No. 4**)
2. New Applicant shall proceed to the Office of the CPDC for Zoning Clearance.
3. Then, the Applicant shall proceed to the City Engineering Office for the Building Permit / Occupancy Clearance.
4. Applicants shall then submit to the City Treasurer his application For the determination of his actual Capital Investment / Gross Sales or Receipts.
5. The applicant shall then proceed to Mr. Victor Pagarao for Assessment. A corresponding Tax Order of Payment (TOP) shall be issued.
6. Then, payment of all the taxes, fees and charges shall be paid to the Cashier at the CTO counter.
7. The applicants shall then proceed to the City Health Office for the required Sanitary Permit & Health Certificates.
8. The applicant shall likewise proceed to the Bureau of Fire Protection for the necessary Fire Safety Inspection Certificate (FSIC).
9. Thereafter, the applicant shall make sure that all clearances from the different agencies concerned are secured.
10. The applicant submits his application together with its supporting documents to the Office of the Mayor for his approval.
11. Release of approved Mayor's / Business Permit



Release of Permits To Applicants



Approval of Mayor's /Bus. Permit by the Mayor



Clearances from other agencies (SSS, BIR, DTI etc..)



BFP for the Fire Safety Insp. Certificate.

BUSINESS PERMIT ONE-STOP-SHOP (B.O.S.S.) LOCATED AT CITY HALL LOBBY

