



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
Province of Pangasinan

ISSUANCE OF BUSINESS PERMIT
(At the Mayor's Office)

Requirements to be submitted by Client:

1. Accomplished Business Permit Form issued by the Treasury Office (Make sure that the Fire Officer, Municipal Planning Officer, Sanitary Inspector and Municipal Engineer have signed the document.)
2. Official Receipt/s issued by the Treasury Office

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENT SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN CHARGE
1	Go to BPLO (Treasury Office) and fill out application form and submit list of requirements.	Review completeness of answers in the application form, documentary requirements and One-Time Assessment. 1-2 days	Renato L. Veloria, Jr.
2	Go to collectors and One-Time payment of taxes, fees and charges.	One-time Payment of taxes, fees and charges (issued Official Receipt) 10-20 mins.	Vidaluz N. Castillo Genalyn Villanueva
3	Go to Treasurer's Office.	Recommending Approval by the Municipal Treasurer 5 mins.	Luisita B. Danan
4	Go to the Mayor's Office.	For Mayor's Permit Approval and Releasing. 5-10 mins.	Hon. Mayor or authorized representative
TOTAL SERVICE TIME PER CLIENT		(New - 2 days) (Old - 1 day)	
END OF TRANSACTION			



8 KILOMETERS
THE LONGEST BARBECUE
Bayambang, Pangasinan, Philippines
April 4, 2014