

**ISSUANCE OF BUSINESS PERMIT
(At the Treasury 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 (Business-One-Stop-Shop) and fill out application form and submit list of requirements.	Review completeness of answers in the application form, documentary requirements and One-Time Assessment. 15-30 mins.	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). Recommend approval by the Municipal Treasurer. Print Business Permit to be signed by the Municipal Mayor 1-2 days	Vidaluz N. Castillo Genalyn Villanueva Luisita B. Danan Carmela Atienza Hon. Dr. Cezar T. Quiambao
3	Go to Business-One-Stop-Shop and claim the Business Permit.	Release the Business Permit 5 mins.	Vidaluz N. Castillo Genalyn Villanueva
TOTAL SERVICE TIME PER CLIENT			
(New - 2 days)			
(Old - 1 day)			
END OF TRANSACTION			