

SECURING CERTIFICATE OF RENEWAL OF MAYOR'S PERMIT TO OPERATE BUSINESS

ABOUT THE SERVICE:

Any individual/entity who has already submitted application for business renewal with complete requirements at the Business Permits & License Section and has paid all the corresponding dues and fees may secure Certificate of Renewal.

WHO MAY AVAIL OF THE SERVICE:

Any individual/entity who operates or conduct business, activity or trade within the city and has already paid and submitted application for business renewal.

WHAT ARE THE REQUIREMENTS:

- ❖ Photocopy of Receipt of Payment of the Renewal

FEES/CHARGES:

- ❖ Php 100.00

SCHEDULE OF AVAILABILITY OF THE SERVICE

- ❖ Monday-Friday
- ❖ 8:00 AM-5:00 PM (No Noon Break)

HOW TO AVAIL OF THE SERVICE

STEPS	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON CHARGE/RESPONSIBLE	FEES/CHARGES	FORMS
1	Submit the necessary documents	Receives and reviews the documents	4 min.	ELLA MAY DOLORES M. CASTRO FRANCE MICHELLE P. DACANAY		
		Verifies payments, prepare and issue Assessment Form and instruct the client to the corresponding fees at the City Treasury Office.	10 min.	ARNILDA B. LACAMBRA	Php 100.00	Assessment Form

2	Present the Official Receipt and required documents to the Business Permits & Licenses Personnel for the preparation of the Certificate.	Receives the Official Receipt and prepares the Certification.	8 min.	ELLA MAY DOLORES M. CASTRO FRANCE MICHELLE P. DACANAY		
		Signs the Certificate.	3 min.	ARNILDA B. LACAMBRA ELLA MAY DOLORES M. CASTRO		
3	Receives the Certificate.	Records and issues the Certificate.	5 min.	ELLA MAY DOLORES M. CASTRO FRANCE MICHELLE P. DACANAY		Approved Certificate of Renewal
<i>x-x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x</i>						