

SECURING MAYOR'S PERMIT TO CONDUCT BUSINESS

ABOUT THE SERVICE:

Any individual/entity who wants to start or who will conduct business, activity or trade within the city must apply for a Mayor's Permit to operate and pay corresponding dues & fees.

The One-Stop Processing of Business Permits & Licenses is being conducted on the 1st working day of January until January 31, of every year.

WHO MAY AVAIL OF THE SERVICE:

Any individual/entity who wish to establish, operate, conduct or maintain business, activity or trade within the city.

WHAT ARE THE REQUIREMENTS:

- ❖ Photocopy of Barangay Clearance
- ❖ Photocopy of Business Name Registration duly approved and issued by DTI (for Sole Proprietorship); or Photocopy of Articles of Incorporation or Partnership by SEC (for partnership or Corporation); or Certificate of Good Standing and Registration by CDA (for Cooperatives)
- ❖ Photocopy of Sanitary Permit & Health Certificate
- ❖ Photocopy of Fire Safety and Control Clearance
- ❖ Photocopy of Zoning Conformity Certificate

ADDITIONAL REQUIREMENTS

- ❖ Photocopy of BIR Clearance
- ❖ Photocopy of Philhealth Clearance
- ❖ Photocopy of SSS Clearance
- ❖ Photocopy of Pag-Ibig Clearance
- ❖ 1 Pc. ID Picture (2 x 2)
- ❖ Any other applicable requirements. **Such as:**
 - ❖ Photocopy of Land Tax Clearance (For the real estate lessors /boarding houses/dormitories) or
 - ❖ Photocopy of Lease of Contract (for rented buildings)

FEES/CHARGES:

- Based on the City of Batac Local Revenue Code of 2014. Chapter II City Taxes, Section 2K.02 ato g. Chapter III, Article A. Mayor's Permit Fee on Business Section 3A.01 a to b.

SCHEDULE OF AVAILABILITY OF THE SERVICE:

- ❖ Mondays to Fridays
- ❖ 8:00 AM to 5:00 PM (No Noon Break)
- ❖ Saturdays and Sundays of January every year

HOW TO AVAIL OF THE SERVICE:

ST EP S	APPLICANT/CLIE NT	SERVICE PROVIDER	PROC ESSIN G TIME	PERSON IN CHARGE/RESPO NSIBLE	FEES/ CHAR GES	FORMS
1	Secure, fill-up application form and submit at the Business Permits and Licensing Section (BPLS) for Verification and Assessment and secure documentary requirements.	Checks the application form if it was filled-up properly	10 min.	ELLA MAY DOLORES M. CASTRO FRANCE MICHELLE P. DACANAY		Unified Application Form
		VERIFIES previous payments & back accounts.	10 min.	ARNILDA B. LACAMBRA ELLA MAY DOLORES M. CASTRO		
		ASSESSES the corresponding dues applicable and issue Assessment Form. These incorporate computation of business tax and other miscellaneous fees that should be paid. All back accounts will also be included in the computation.	15 min.	ARNILDA B. LACAMBRA RONALD JOHN P. GABRIEL	☐☐	Assessment Form
2	Pay and submit the Application (Unified) Form, Official Receipt and Required Documents/ Requirements at the Business Permits and Licensing Section for the preparation and approval of the Mayor's Permit and receives the Mayor's Permit.	Collects payment and issues official receipt.	5 min.	HAROLD B. AGUIBITIN JEFFERSON B. FERNANDEZ		Official Receipt
		Checks, evaluates and verifies the application, official receipts and required documents as to completeness.	10 min.	ELLA MAY DOLORES M. CASTRO FRANCE MICHELLE P. DACANAY		

	Prepares the Mayor's Permit.	15 min.	ELLA MAY DOLORES M. CASTRO FRANCE MICHELLE P. DACANAY	
	Records and releases the Mayor's Permit with scanned signature of the LCE and duly counter signed by the Licensing Officer.	10 min.	ELLA MAY DOLORES M. CASTRO FRANCE MICHELLE P. DACANAY ARNILDA B. LACAMBRA	Approved Mayor's Permit

x-x--x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x-x