



2. Issuance of Mayor's Permit to Conduct Business For New

Any individual 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 and fees.

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| Office or Division: | Office of the Mayor - Business Permits & Licenses Section | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C-Government to Citizen; G2B – Government to Business Entity | | | |
| Who may avail: | Business Owners; Operators; or Entities | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Photocopy of Proof of Registration whichever is applicable: <ul style="list-style-type: none"> • DTI registration (For Sole Proprietorship) • SEC Registration (For Partnership or Corporation) • CDA Certificate of Compliance (For Cooperative) | | Department of Trade and Industry Securities and Exchange Commission Cooperative Development Authority | | |
| 2. Photocopy of Proof of right of applicant to use location as business whichever is applicable: <ul style="list-style-type: none"> • If owned, proof of ownership original/transfer Certificate of Title or Latest Tax Declaration • If not owned by the applicant-Duly Notarized Contract of Lease, Memorandum of Agreement, or written consent of property owner. | | Assessor's Office Building or Lot Owner | | |
| 3. Location/Sketch Plan | | Business Applicant or Owner | | |
| 4. Photocopy of Authorization/Permit/Certification from National Government Agencies as may be applicable | | Issuing National Government Agency | | |
| 5. Zoning Conformity Certificate | | BPLS Business One Stop Shop (BOSS) –CPDO Desk | | |
| 6. Sanitary Permit | | BPLS Business One Stop Shop (BOSS) - CHO Desk | | |
| 7. Barangay Business Clearance | | BPLS Business One Stop Shop (BOSS) – Cashier Counter | | |
| 8. Fire Safety Inspection Certificate | | BPLS Business One Stop Shop (BOSS) - BFP Desk | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present the first four (4) requirements together with the properly filled-up Unified Application Form (UAF) at the BPLS-BOSS Frontline Counter. | 1. Verify and validate completeness of data and upload documentary requirements and endorse application to the regulating offices(Backroom Operation). | None | 10 minutes | <i>Administrative Aide IV</i> Or <i>Licensing Inspector II</i> Or <i>Licensing Officer II</i> Or <i>Licensing Officer I</i> Or <i>BPLS Staff</i> OTM-BPLS |



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| <p>Please wait at the Waiting Area as we process your application.</p> | <p>1.1 Receives, process and endorse application for assessment.</p> | <p>None</p> | <p>18 minutes</p> | <p><i>Bureau of Fire Protection Staff</i></p> <p><i>Sanitary Inspector III</i> Or <i>Sanitary Inspector II;</i> Or <i>City Health Office-Sanitation Division Staff</i></p> <p><i>Zoning Officer I</i> Or <i>City Planning and Development Office Staff</i></p> |
| <p>2. Receive the Tax Order of Payment and pay at the BPLS-BOSS cashier Counter 3 or 4.</p> | <p>2. Assess business tax, fees and regulatory charges and issues Tax Order of Payment.</p> | <p>Based on the 2014 Local Revenue Code of the City of Batac*. Barangay Business Clearance Fee shall be based from the Barangay Resolution.</p> | <p>5 minutes</p> | <p><i>City Treasurer</i> Or <i>City Treasury Staff</i> City Treasury Office</p> |
| | <p>2.1 Collects and issues Official Receipt and Barangay Business Clearance.</p> | | <p>5 minutes</p> | <p><i>Revenue Collection Clerk II</i> Or <i>Revenue Collection Clerk I</i> City Treasury Office</p> |
| <p>3. Receive the Approved Mayor's Permit at BPLO Frontline Counter. Upon release sign in the Logbook and Regulatory Compliance on the Submission of Lacking Requirements (to be complied within 60 days upon receipt of Mayor's Permit) as a proof of</p> | <p>3. Prepares, records, countersign and issues the Mayor's Permit. Attached Regulatory Compliance on the Submission of Lacking Requirements for acknowledgement and completion of lacking requirements.</p> | <p>None</p> | <p>5 minutes</p> | <p><i>Administrative Aide IV</i> Or <i>Licensing Inspector II</i> Or <i>Licensing Officer II</i> Or <i>Licensing Officer I</i> Or</p> <p><i>BPLS Staff</i> OTM-BPLS</p> |



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| receipt and compliance of the lacking requirements. | | | | |
| | TOTAL: | Based on the 2014 Local Revenue Code of the City of Batac*. Barangay Business Clearance Fee shall be based from the Barangay Resolution. | 43 minutes | |

**Based on the 2014 Local Revenue Code of the City of Batac, Chapter II. City Taxes, Chapter III. Permit and Regulatory Fees and Chapter V. City Charges.*