

SECURING A NEW BUSINESS PERMIT

Any person, corporation or cooperative who shall establish, operate or conduct any business, trade or activity shall first obtain a Mayor's Permit and pay the fee thereof and the business tax imposed.

A Mayor's Permit shall be issued by the Business Permit and License Office - Office of the City Mayor upon compliance to all documentary as well as regulatory requirements and upon payment of all fees, taxes and charges prescribed by existing laws and ordinances.

Office/Division:	Office of the City Mayor – Business Permit and License Office
Classification:	Simple
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Enterprises/Business owners in San Jose City

Checklist of Requirements:	Where to Secure
1) Authorization letter/SPA <i>(if the applicant is not the owner of the account being requested for certification)</i>	➤ Client being represented
2) Government Issued Identification Card ➤ Photocopy of ID of the requesting owner, manager and/or President of the establishment ➤ ID of authorized representative	➤ LTO, BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig
3) Accomplished Business Permit Application Form <i>(Unified Form)</i>	➤ Business Permit and License Office (BPLO)
4) Proof of business registration, incorporation, or legal personality <i>(e.i. Business Name Registration (DTI) – for single proprietorship, SEC Registration with Article of Incorporation and Secretary Certificate resolving the opening of a branch - for corp. or partnership, CDA Registration - for cooperative)</i>	➤ DTI/SEC/CDA
5) Basis for computing taxes, fees and charges <i>(e.g. business capitalization, gross sales/receipts)</i>	➤ Client/applicant, Accounting Firm – Financial Statement
6) Certificate of Tax Exemptions – <i>for non-stock non-profit association and foundation</i>	➤ Bureau of Local Government and Finance – <i>Dep't. of Finance</i>
7) Contract of Lease <i>(if lessee)</i>	➤ Lessor/Land Owner
8) Proof of Ownership <i>(e.i. Tax Declaration – if place of business is owned)</i>	➤ Client/applicant
9) Notice of Award/Award Sheet – <i>if place of business is within a Mall</i>	➤ Mall/Lessor
10) Homeowner/Neighborhood Certificate of No Objection – <i>if place of business is located within a subdivision or housing facility</i>	➤ Homeowner's Association Office
11) Public Market Certification – <i>if business is located within City Public Market</i>	➤ Public Market Administration Office
12) Zoning Clearance	➤ BOSS Office - City Planning and Development Office Staff

13) Engineering Clearance/Occupancy Permit	➤ BOSS Office - City Engineering Office Staff
14) Sanitary Permit	➤ BOSS Office – Health and Sanitary Division Staff
15) Tourism Clearance – if tourism related (e.i. hotel, restaurant and resort)	➤ BOSS Office – City Tourism Office Staff
16) CENRO Clearance	➤ BOSS Office – City Environment and Natural Resources Office Staff
17) Veterinary Clearance	➤ BOSS Office – City Veterinary Office Staff
18) Fire Safety and Inspection Certificate	➤ Bureau of Fire Protection Office Staff
19) SSS Clearance	➤ BOSS Office – SSS Staff
20) PhilHealth Proof of Payment	➤ PhilHealth Office
21) PagIbig Clearance	➤ PagIbig Office
22) If Pharmacy	
➤ License to Sell (<i>PDEA License</i>)	➤ PDEA
➤ FDA Registration Certificate	➤ FDA
➤ Pharmacist's PRC License	➤ PRC
23) If School – Certification of Accreditation	➤ DEPED/CHED
24) If Skills Learning or Manpower Training Center - Certification of Accreditation	➤ TESDA
25) If Fiesta Carnival/Perya – Barangay Resolution or Authority from SP	➤ Sangguniang Panglunsod
26) If Local Recruitment/Placement/Manpower Employment Agency – Permit to Operate/Certificate of Registration	➤ DOLE
27) If Internet Service Provider, Cable Networks, Radio Station, Lottery, Waste to Energy, Solar Panel – Franchise/Authority from SP	➤ Sangguniang Panglunsod
28) If On-line Betting, Electronic/Traditional Bingo Station	
➤ Letter of No Objection (LONO)/Certificate of Authority	➤ Sangguniang Panglunsod

➤ Gaming License	➤ PAGCOR
29) If Security Agency, Watchman Agency, Guns and Ammunition Store – License to Operate	➤ PNP CRAME
30) If Foreign Placement Agency/Workers Promotion Agency – POEA Accreditation	➤ POEA
31) If Dental Laboratories – License to Operate	➤ DOH Region Office
32) If Selling and Repair of Cellular Phone and Radio Communication Units – NTC Clearance	➤ NTC
33) If Construction Services - Philippine Construction Accreditation Board License	➤ Philippine Construction Accreditation Board (<i>PCAB</i>)
34) If Banks, Pawnshops, Money Transfer, Money Remittance, Money Changer – Certificate of Registration and Certificate of Authority	➤ Central Bank of the Philippines
35) If Lending and/or Financing Institution – Certificate of Authority (CA)	➤ SEC
36) If Microfinance Institution – Certificate of Accreditation	➤ SEC
37) If Insurance Agency – Certificate of Authority	➤ Insurance Commission
38) If Junkshop	
➤ Police Clearance	➤ PNP
➤ Barangay Clearance/Certificate of No Objection	➤ Barangay hall where the business is located
➤ Environmental Compliance Certificate	➤ DENR
39) If Selling of Second Hand Auto Parts – Police Clearance to engage in business	➤ PNP
40) If Funeral Parlor, Crematory Cemeteries, Memorial Chapel, Memorial Parks, LPG Refilling Plant, Septic Tank Disposal, Plastic/Metal Recycling	
➤ Environmental Compliance Certificate	➤ DENR
➤ Barangay Resolution of No Objection	➤ Barangay hall where the business is located
41) If Animal Control Facility, Aviary, Cattery, Cattle Farm, Kennel, Laboratory Animal Facility, Monkey Farm, Ostrich Farm, Race Track and Equestrian Establishment, Slaughter House, Stock Farm, Stock Yard, Stud Farm, Veterinary Clinic, Veterinary Hospital, Wildlife Rescue Center and Zoo and other Animal Facilities	
➤ Environmental Compliance Certificate	➤ DENR
➤ Bureau of Animal Industry Clearance	➤ Bureau of Animal Industry

42) If Gasoline and Diesel Station	<ul style="list-style-type: none"> ➤ Environmental Compliance Certificate ➤ Authority to Operate/Certificate of Compliance 	<ul style="list-style-type: none"> ➤ DENR ➤ Department of Energy
43) If Selling Fireworks	<ul style="list-style-type: none"> ➤ License to Operate ➤ BFP Clearance 	<ul style="list-style-type: none"> ➤ PNP ➤ Bureau of Fire Protection
44) If Engaged in manufacturing, selling/retailing, dealer/distributor, import/export or transfer of any drugs, cosmetics or devise – FDA License to Operate		<ul style="list-style-type: none"> ➤ FDA
45) If Rice Retailer – NFA License		<ul style="list-style-type: none"> ➤ National Food Authority
46) If Retailer of DVD/VCD and Video Rental Shop - Optical Media Board Registration		<ul style="list-style-type: none"> ➤ Optical Media Board Regulation Office
47) If Hotel, Resort, Inns and other Accommodation Establishments – DOT Accreditation		<ul style="list-style-type: none"> ➤ Department of Tourism
48) If Travel Agencies - Department of Foreign Affairs Registration/Accreditation		<ul style="list-style-type: none"> ➤ Department of Foreign Affairs
49) If Transport Services – LTFRB Registration		<ul style="list-style-type: none"> ➤ LTFRB
50) If Auto-mechanical Repair Shop and Center – DTI Accreditation		<ul style="list-style-type: none"> ➤ Department of Trade and Industry

Client's Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Application Processing				
1.1 Application filing and verification	a. Issuance of application form and identification of requirements	None	5 min	<ul style="list-style-type: none"> ➤ Lea D. Grospe ➤ Geraldine G. Magtibay (<i>Admin Asst. I</i>)
1.2 Submission of documentary and regulatory requirements	a. Receive and evaluate the application with the attached requirements.	None	10 min	<ul style="list-style-type: none"> ➤ Lea D. Grospe (<i>License Officer II</i>) ➤ Geraldine G. Magtibay (<i>Admin Asst. I</i>)
	BACKROOM OPERATIONS:			
	b. Conduct actual inspection and Notify the barangay where business is located re: business permit application	None	4 hrs	<ul style="list-style-type: none"> ➤ Rodolfo E. Toralba, Jr. (<i>Admin. Aide III</i>) ➤ Jefferson D. Villuan (<i>Admin Aide II</i>)
	c. Approve/Sign application and forward to assessment – Business Tax and Fees Division (CTO)	None	15 min	<ul style="list-style-type: none"> ➤ Christopher R. Pabalan (<i>License Officer III</i>) ➤ Marissa Corbe – City Treasurer's Office ➤ Arnold A. Escudero (<i>City Treasurer</i>)

	d. Encoding (<i>business taxes, fees and charges</i>) and printing of Tax Order of Payment (<i>T.O.P.</i>).	None	13 min	➤ Katherine G. Beley (<i>Admin. Aide II</i>) ➤ Gessela M. Tolentino (<i>License Inspector II</i>)
	e. Approve/Sign Tax Order of Payment (TOP)	None	10 min	➤ Marissa Corbe – City Treasurer’s Office ➤ Gloria Pobre – City Treasurer’s Office
1.3 Receive the application with assessment then proceeds to Cash Receipt Division - CTO	f. Issue the application form along with the approved Tax Order of Payment (TOP)	None	2 min	➤ Jefferson D. Villuan (<i>Admin Aide II</i>) ➤ Rodolfo E. Toralba, Jr. (<i>Admin. Aide III</i>)
2. Payment				
2.1 Payment of business taxes, fees and charges	a. Accept payment	<i>Please refer to Annex 1 and 2 for basis of computation for taxes and fees</i>	3 min	➤ Cash Receipt Division - CTO
	b. Issue an official receipt			
2.2 Payment of Fire Safety Inspection Fee	c. Accept payment	<i>Please refer to the Bureau of Fire Protection’s Citizen’s Charter</i>	5 min	➤ Bureau of Fire Protection (BFP)
	d. Issue an official receipt and Fire Safety Inspection Certificate			
	e. Inform client to proceed to BPLO			
3. Claim Approved Business License and Mayor’s Permit and Business Plate	a. Prepare/Print Business License and Mayor’s Permit	None	5 min	➤ Roger C. Dee (<i>Admin Aide III</i>) ➤ Joel M. Martin (<i>Admin Aide IV</i>)
Issue Sanitary Permit, Barangay Clearance, and other Regulatory Clearances	b. Record transaction to logbook and issue the approved Business License and Mayor’s Permit and Business Plate			➤ Dulce Amor N. Lorenzo (<i>License Inspector I</i>) ➤ Jefferson D. Villuan (<i>Admin Aide II</i>)
TOTAL:			5 hrs 8 min	