

## RENEWAL OF BUSINESS PERMIT

Business License and Mayor's Permit shall be granted for a period of not more than one (1) year and shall expire on the thirty-first (31<sup>st</sup>) of December following the date of issuance unless revoked or surrendered earlier.

The permit issued shall be renewed within the first twenty (20) days of January. It shall have a continuing validity only upon renewal thereof and payment of the corresponding fee.

Business taxes are computed based on gross receipts/sales. Payments may be made annually, semi-annually or quarterly.

Renewal of licenses may take one (1) day, depending on the results of evaluation or whether the applicant still has to secure clearances from various offices.

<b>Office/Division:</b>	Office of the City Mayor – Business Permit and License Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B - Government to Business Entity
<b>Who may avail:</b>	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) Basis for computing taxes, fees and charges <i>(e.g. business capitalization, gross sales/receipts)</i>	➤ Client/applicant
5) 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>
6) Contract of Lease <i>(if lessee)</i>	➤ Lessor/Land Owner
7) Proof of Ownership <i>(e.i. Tax Declaration – if place of business is owned)</i>	➤ Client/applicant
8) Public Market Certification – if business is located within City Public Market	➤ Public Market Administration Office
9) If <b>Hotel, Resort and Accommodation Establishments</b> – DOT Accreditation	➤ Department of Tourism

Client's Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
<b>1. Application Processing</b>				
1.1 Application filing and verification	a. Issuance of application form and identification of requirements	None	5 min	➤ 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	➤ Lea D. Grospe ( <i>License Officer II</i> ) ➤ Geraldine G. Magtibay ( <i>Admin Asst. I</i> )
	<b>BACKROOM OPERATIONS:</b>			
	b. Approve/Sign application and forward to assessment – Business Tax and Fees Division (CTO)	None	15 min	➤ Christopher R. Pabalan ( <i>License Officer III</i> ) ➤ Marissa Corbe – City Treasurer's Office ➤ Arnold A. Escudero ( <i>City Treasurer</i> )
	c. <i>Encoding (business taxes, fees and charges) and printing of Tax Order of Payment (T.O.P.).</i>	None	13 min	➤ Katherine G. Beley ( <i>Admin. Aide II</i> ) ➤ Gessela M. Tolentino ( <i>License Inspector II</i> )
	d. Approve/Sign Tax Order of Payment (TOP)	None	10	➤ 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	e. 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> )
<b>2. Payment</b>				
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			
<b>3. Claim Approved Business License and Mayor's Permit and Business Plate</b>	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> )
<b>Issue Sanitary Permit, Barangay Clearance, and other Regulatory Clearances</b>	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> )
<b>TOTAL:</b>			1 hr 8 min	