

ONE – STOP SHOP BUSINESS PERMIT RENEWAL 2017
Sangguniang Panglungsod Building & Kadayawan Hall, NCCC Mall of Davao
January 2 – 20, 2017

STEP 1: Business Bureau

Verification/Evaluation and Printing of Renewal.

NOTE: Maximum of THREE (3) permits PER PERSON per number.

STEP 2: City Treasurer's Office

Assessment Officer

RPTD Chief

Data Encoder

Assessment Division Chief

Assessment Officer

STEP 3: City Treasurer's Office

COLLECTION OFFICER

Issuance of CTC based on approved gross sales;

Payment For Business Taxes and Fees in BTOP

Community Tax Certificate (CEDULA)

STEP 4: Bureau of Fire Protection

BFP OFFICER

Assessment of BTOP and payment of Fire Safety Fee

STEP 5: Business Bureau

Receiving In Charge

Data Encoder

Licensing Officer

BB Chief/Authorized Signatories

Releasing In Charge

REQUIREMENTS

1. Your Business Permit is current (2016 COMPLETED)
2. You have NO PENDING TAX OBLIGATIONS to the City Government
3. You have COMPLETE DOCUMENTARY REQUIREMENTS:
 - a. Original 2016 Business Permit

- b. Original 2016 computerized Official Receipts (*If receipts are manual, Secure Certificate of Tax*)
- c. Original Barangay Clearance
- d. Certified List of Employees and their corresponding Positions.
- e. For Market Clearance/Certificate for Public Market Stall holders from C.T.O. & City Administrator and DCOTT Stall Holders.
- f. If represented, **S.P.A.** for individual taxpayers; **Sec. Certificate** for Corp. to transact with the Bureau together with valid I.D's of ALL signatories.
- g. Community Tax Certificate (CEDULA)
NOTE: CEDULA will be paid & issued after assessment of Business Taxes. Two separate payments and/or Manager's check shall be required, one for CEDULA another one for the BTOP.
- h. GROSS SALES CERTIFICATION FORM (CTO)
- i. FIRE SAFETY INSPECTION CERTIFICATE 2013. (FSIC). If none, secure CERTIFICATION at your nearest Fire Station.
- j. Solid Waste Mgt. Certificate 2014 from CENRO.

NOTE:

– If with VIOLATIONS or BLOCKED FROM RENEWAL, MAY proceed to payment but must settle all deficiencies prior to issuance of permit.

– Only increase in capital can be requested for changes and amendments to your business permit at One-Stop-Shop in NCCC Mall.

ATTENTION: ALL TRANSACTING BY BULK.

BUSINESS BUREAU SANGGUNIANG PANLUNGSOD BUILDING, LOBBY AREA

To allow us to provide faster services for your transactions, effective JANUARY 02, 2017 the Business Bureau will NOT PROCESS your applications if the same does not comply with the proper arrangement of documents.

**PROPER ARRANGEMENT FOR EACH PERMIT AFTER PAYMENT AND FOR
PRINTING OF LOGO/PERMIT:**

FIRST GROUP FOR BUSINESS BUREAU FILE:
(please staple the following into one group PER PERMIT)

ON TOP OR FIRST PAGE: CERTIFICATION/LIST OF EMPLOYEES – 2 COPIES

NEXT PAGE: SPA OR SECRETARY CERTIFICATE NEXT PAGE: PHOTOCOPIES OF ALL
ID'S OF ALL SIGNATORIES

NEXT PAGE: BARANGAY CLEARANCE

NEXT PAGE: AFFIDAVITS, MARKET CLEARANCE, CERTIFICATE OF GOOD STANDING
FOR COOPERATIVES, OTHER CLEARANCES OR CERTIFICATIONS FROM BSP, DOE,
NTC, BFAD, TESDA, DEPED, PCAB, TAX DECLARATION, OR & CR OF VEHICLES, IF
REQUIRED

BOTTOM OR LAST PAGE: WHITE PAGE OF THE APPLICATION FOR RENEWAL

SECOND GROUP FOR TAXPAYER'S FILE:
(please staple the following documents into one group PER PERMITS)

ON TOP OR FIRST PAGE: 2014 PAYMENT RECEIPTS WITH 2014 CEDULA

NEXT PAGE: BLUE PAGE OF THE APPLICATION FOR RENEWAL

NEXT PAGE: 2013 OR PREVIOUS YEAR'S PERMIT

BOTTOM OR LAST PAGE: CENRO, FIRE CERTIFICATES, AND OTHER IF ANY

DO NOT attached documents not listed above, such as previous year (2012) permits and
(2012) receipts, affidavits, clearances, certificates presented in the previous years.

Arrange neatly, staple properly and please remove the sidings or portions of papers which have
holes in their sides.

For strict compliance.

Thank you.

ATTY. MARISSA MARASIGAN-TORENTERA
Office-In-Charge

