

Regular Inspections

Procedures

STEP	APPLICANT ACTIVITY	OFFICE ACTIVITY	PERSON RESPONSIBLE	FORMS
1	Interview of the taxpayer or his representative	Inspector requests business permit fee for business permit, business plate, occupational permit and other documents	Inspectors	
2		Inspection of the establishment and notes any deficiencies/violations or notes compliance with business permit	Inspectors	
3	Receipt of Notice of Inspection	Issuance of notice of inspection	Inspectors	Notice of Inspection
4		Files written report and endorses to regulatory offices, if applicable	Inspectors	Written Report/ Endorsement
5	Receive Second Inspection Report	Second inspection is conducted in case of non-compliance	Inspectors	2nd Notice of Inspection
6	Receives Closure Order	Closure of establishment if continues violation and non-compliance	Inspectors	Closure Order
END OF TRANSACTION				

Requirement

1. Letter-request for list of registered business establishments indicating the details needed (Taxpayer's name, Business Name, Business Address etc.)
2. Letter-complaint