

Occupational Permit Application

Procedures

| STEP | APPLICANT ACTIVITY | OFFICE ACTIVITY | PERSON RESPONSIBLE | FORMS |
|------|---|--|--|--|
| 1 | Submit application form and supporting documents to the Business Bureau | Receive application form and supporting documents and indicate amount to be paid | Occupational Asst. | |
| 2 | Proceed to City Treasurer's Office | Receipt of payment and Issuance of Official Receipt | Cashier | P100 or P50 depending on the occupation. If renewal, additional 25% surcharge for late payment |
| 3 | Proceed to Business Bureau | IF APPLICABLE, interview of applicant (for entertainers, masseurs and bar attendants 18-21 years old) | Licensing Officer/ Administrative Officer | |
| 4 | | Receipt of form and official receipt; Encoding of application form; Release of Occupational Permit to the applicant. | Occupational Asst. & Section Head | Occupational Permit |

END OF TRANSACTION

NOTE: Workers or employees, whether working on a temporary or permanent basis, whose occupation or calling does not require government examination are required to secure an Occupational Permit and pay the corresponding fee. The occupational permit is renewed annually within the first twenty (20) days of January of each year. Failure to pay the fee within the time prescribed shall subject the taxpayer to a surcharge of twenty-five (25%) of the original amount of the fee due.

Requirement

1. Official Receipt
2. Additional Requirements for Entertainers, Masseurs, Bar Attendants
 - Birth Certificate (NSO authenticated)

- Affidavit of Consent and Personal Appearance of Parent or Guardian with Valid ID (for 18-21 years old)
 - Health ID
3. Additional Requirement for Security Guard
- Employment Certification