



**OFFICE OF THE CITY MAYOR**  
**Business Permits & Licensing Office**



## **STEPS IN THE ISSUANCE OF A NEW BUSINESS PERMIT**

**TAXPAYER** The taxpayer will file and submit the duly filled-out Unified Application Form and all documentary requirements to the Business Permits & Licensing Office (Business Bureau) for necessary verification and validation.

### **STEP 1: *Business Permits & Licensing Office (BUSINESS BUREAU)***

The Licensing Officer (LO) will conduct interview, verify and validate the information provided by the taxpayer, determine the line of business, encode details/data of the taxpayer and assign a corresponding Business ID, scan the Unified Application Form and other documents and thereafter push the application to Regulatory Offices via interconnectivity for electronic recommending approval or disapproval. After the necessary approval of all ROs are made, the LO will give the Business ID No. to the taxpayer and instruct him/her to proceed to CTO for assessment and payment. If one of the ROs disapproved the application the taxpayer will be informed and the documents will be returned to the taxpayer to comply the requirements.

### **STEP 2: *City Treasurer's Office (CTO) and Bureau of Fire protection (BFP)***

The CTO and BFP personnel will assess the taxes, fees and charges as provided for by law. The CTO will then issue a Tax Order of Payment which is necessary prior to payment. If payment is made, the CTO & BFP will issue the Official receipt/s.

**TAXPAYER** The taxpayer will return to the Business Bureau for the Issuance of the permit.

### **STEP 3: *Business Permits & Licensing Office (Business Bureau)***

The Business Bureau will print the Permit for approval of the chief of the Business Bureau. After the approval of the chief, the permit is then released to the taxpayer with the corresponding Business Plate and other necessary documents.