



**BUSINESS BUREAU  
EXTERNAL SERVICES**



## 1. Issuance of Business Permit

It shall be unlawful for any person or entity to conduct or engage in any business, trade or occupation within the territorial jurisdiction of the City of Davao for which a permit is required for the proper supervision and enforcement of existing laws and ordinances without first having secured a permit therefore from the City Mayor and paying the necessary fees to the City Treasurer.

The Business Permit is granted for a period of not more than one (1) year and shall expire on the thirty-first (31st) of December following the date of issuance unless revoked or surrendered earlier. The Business Permit issued shall be renewed within the month of January. It shall have a continuing validity only upon renewal thereof and payment of the corresponding fee.

<b>Office or Division</b>	City Mayor's Office - Permits & Licenses Division
<b>Classification</b>	Simple Transaction
<b>Type of Transaction</b>	G2C/G2B – Government to Citizen/Government to Business
<b>Who may avail</b>	Any natural or juridical person who will be conducting and engaging in any business, trade or occupation within the territorial jurisdiction of Davao City

CHECKLIST OF REQUIREMENT	WHERE TO SECURE
<b>NEW</b>	
1. Duly filled-out and notarized Unified Application Form (1 original)	1. Business Bureau or at the Web site <a href="http://davaocity.gov.ph">davaocity.gov.ph</a>
2. Sketch of Business location (1 original copy)	2. Applicant
3. Barangay Clearance (1 original copy)	3. Business Bureau / Barangay
4. Valid ID of applicant and Authorized Signatory (1 photocopy each)	4. Applicant
5. Certified List of Employees / Certification of no Employee (1 original and 1 photocopy)	5. Any Notary Public
6. Valid DTI Registration (1 photocopy)	6. Department of Trade and Industry
7. SEC Registration (1 certified copy), Article of Incorporation and By-laws for Partnership and Corporation (1 photocopy - complete set) Certificate of Cooperation (1 Certified Copy; Article of Cooperation and By-laws (1 photocopy – complete set).	7. Securities and Exchange Commission
8. Certificate of Cooperation (1 Certified Copy; Article of Cooperation and By-laws (1 photocopy – complete set).	8. Cooperative Development Authority
9. DOLE Certificate of Registration (1 Certified Copy), Article and by-laws if any (1 photocopy – complete set)	9. Department of Labor and Employment
10. Special Power of Attorney (1 current and original) for represented Sole Proprietorship	10. Any Notary Public
11. Partnership Resolution (1 current and original) for represented Partnership	11. Any Notary Public
12. Secretary's Certificate or Board Resolution for other form of ownership (1 current and original)	12. Any Notary Public
13. Valid I.D. of representatives (1 photocopy)	13. Applicant



each)	
14. Contract of Lease and copy of the Proof of ownership by the Lessor if details are not reflected on the contract or if Lessor has no Business Permit (1 photocopy)	14. Applicant, notarized by any Notary Public
15. Any proof of ownership if Business location is owned	15. Applicant, notarized by any Notary Public
16. Notarized consent and copy of any proof of ownership if details are not reflected on consent if permitted to use the business location (1 original)	16. Any Notary Public
17. OR/CR of vehicle (1 photocopy each vehicle)	17. Applicant
18. Notarized Consent for use of the vehicle if not owned by the applicant.	18. Any Notary Public
19. Occupancy Permit (1 photocopy)	19. Applicant
20. Valid Fire Safety Inspection Certificate (1 original and 1 Business Bureau copy)	20. Bureau of Fire Protection
21. Other Requirements depending on the Business Activity declared	21. Concerned Agency
<b>RENEWAL</b>	
1. Previous Mayor's Permit (1 original copy or 1 certified copy)	1. Applicant or Records Section, Business Bureau
2. Previous Official Receipts	2. Applicant or City Treasurer's Office
3. Notarized List of Employees stating the Name and Position of the Employees (1 original copy and 1 duplicate copy.	3. Any Notary Public
4. Cedula, current year with the same gross sales declaration (1 original copy or 1 photocopy)	4. City/Municipal Treasurer's Office
5. Certified Gross Sales of the Previous Year (1 original copy)	5. Applicant
6. Valid I.D. of the Taxpayer for Sole Proprietorship, of partners if Partnership and of Authorized Signatory for other form of ownership (1 photocopy)	6. Taxpayer
7. For Sole Proprietorship, if represented, Special Power of Attorney, indicating specific authority and capacity granted to representative.	7. Any Notary Public
8. For Partnership, Partners Resolution, indicating specific authority and capacity granted to representative.	8. Any Notary Public
9. For other form of ownership, Board Resolution or Secretary's Certificate, indicating specific authority and capacity granted to representative.	9. Any Notary Public
10. Valid I.D. of representative (1 photocopy)	10. Applicant



11. Valid Fire Safely Inspection Certificate (1 photocopy)	11. Taxpayer or Bureau of Fire Protection
12. Specific requirement for specific line of business	12. Concerned Agency
<b>AMENDMENT OF BUSINESS PERMIT – CHANGE OF BUSINESS ADDRESS</b>	
1. Current Original Mayor’s Permit, Application for Renewal of Business Permit, or Certified True Copy of Business Permit w/ Affidavit of Loss in case of lost permits	1. Applicant or Records Section, Business Bureau or Any Notary Public for affidavit of loss.
2. Application Affidavit of Change of Business Address (notarized) stating the new location of the business-Single Proprietorship	2. Any Notary Public
3. SPA for the Change of Business Address	3. Any Notary Public
4. Valid IDs of the owner and the representative	4. Applicant
5. Secretary Certificate (notarized) – stating the new location of the business – Corporation / Partnership / Cooperative	5. Any Notary Public
6. Sketch Map	6. Applicant
7. Barangay Clearance stating the new location of the business.	7. Business Bureau / Barangay
8. Lease Contract and Consent from Property Owner (notarized), if not rented and Tax Declaration of the Property.	8. Applicant, notarized by any Notary Public
<b>AMENDMENT OF BUSINESS PERMIT – ADDITIONAL BUSINESS LINE</b>	
1. Current Original Mayor’s Permit, Application for Renewal of Business Permit, or Certified True Copy of Business Permit w/ Affidavit of Loss in case of lost permits	1. Applicant or Records Section, Business Bureau or Any Notary Public for affidavit of loss.
2. Affidavit of Additional Line of Business (notarized) stating the business line to be added and additional capital - Single Proprietorship Only	2. Any Notary Public
3. SPA / Board Resolution/ Secretary Certificate for the additional line of business (stating the business line to be added and additional capital for Corporation/Partnership/Cooperative)	3. Any Notary Public
4. Valid IDs of the owner and the representative	4. Applicant
5. Sketch Map	5. Applicant
<b>AMENDMENT OF BUSINESS PERMIT – TRANSFER OF OWNERSHIP</b>	
1. Manual application for the transfer of ownership	1. Business Bureau to be filled out and signed by applicant and notarized by any Notary Public
2. Deed of Transfer (notarized)	2. Applicant, notarized any Notary Public
3. SPA- Single Proprietorship and Secretary’s Certificate / Board Resolution – Corporation / Partnership /Cooperative	3. Valid IDs of the owner and the representative
4. Valid ID’s (owner, corporate secretary and	4. Applicant



representatives)	
5. Barangay Clearance for the New Owner	5. Business Bureau / Barangay
6. Lease Contract / Consent from Property Owner (notarized), if not rented with Tax Declaration of the property	6. Applicant, notarized by any Notary Public
7. FSIC of the new owner	7. Bureau of Fire Protection
8. Current Original Mayor's Permit, Application for Renewal of Business Permit, or Certified True Copy of Business Permit w/ Affidavit of Loss in case of lost permits.	8. Applicant
9. DTI Certificate New Owner – Single Proprietorship	9. Department of Trade and Industry
10. SEC Registration (1 certified copy), Article of Incorporation and By-laws for Partnership and Corporation (1 photocopy - complete set) Certificate of Cooperation (1 Certified Copy; Article of Cooperation and By-laws (1 photocopy – complete set).	10. Securities and Exchange Commission
11. Certificate of Cooperation (1 Certified Copy; Article of Cooperation and By-laws (1 photocopy – complete set).	11. Cooperative Development Authority
<b>AMENDMENT OF BUSINESS PERMIT – CHANGE OF NAME AND CORRECTION OF BUSINESS NAME</b>	
1. Affidavit of Change of Name / Correction of Business Name (notarized)	1. Any Notary Public
2. SPA – Single Proprietorship and Secretary Certificate / Board Resolution – Corporation	2. Any Notary Public
3. Valid ID's (owner, corporate secretary, representatives)	3. Applicant
4. Birth Cert. / Marriage Contract for the Change of Name	4. Local Civil Registrar / National Statistics Office
5. DTI Trade name for the correction of business name	5. Department of Trade and Industry
6. SEC / CDA Registration in case of Corporation / Partnership / Cooperative	6. Security and Exchange Commission / Cooperative Development Authority
7. Current Original Mayor's Permit, Application for Renewal of Business Permit, or Certified True Copy of Business Permit w/ Affidavit of Loss in case of lost permits	7. Applicant
<b>AMENDMENT OF BUSINESS PERMIT – PARTIAL RETIREMENT</b>	
1. Affidavit of Partial Retirement (notarized) stating the reason, effectivity date of retirement and line of business to retire-Single Proprietorship	1. Any Notary Public
2. Secretary Certificate / Board Resolution (notarized) stating the reason, effectivity date of retirement and line of business to retire –	2. Any Notary Public



Corporation / Partnership / Cooperative				
3. Valid ID's (owner, corporate secretary, representatives)		3. Applicant		
4. Current Original Mayor's Permit, Application for Renewal of Business Permit, or Certified True Copy of Business Permit w/ Affidavit of Loss in case of lost permits		4. Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and requirements to the Licensing Officer	1. Interview Client / Check and Verify Client Applications Online.	N/A	10 Minutes	Licensing Officer I, Business Bureau
<b>FOR NEW APPLICATIONS ONLINE</b>	1.1. Assess the client's pertinent documents (also applicable to online applications)			
1.1 Client may login to <a href="http://appbts.davaocity.gov.ph">appbts.davaocity.gov.ph</a>				
	<b>NEW BUSINESS PREMI</b>			
1.2 Fill up the online application form completely.	1.2. Preliminary Encoding of Details, Verification and Uploading of Data to Regulatory Offices			
1.3 Upload Required Documents				
1.4 Check the box if OK and then press submit.				
1.5 Client receives SMS or e-mail notification with access code if application is submitted successfully	* For New Online Applications, 1.2 precedes 1.1. as the clients themselves fill out an online application form and uploads the required documents in one go for assessment and verification of Licensing Officers and Regulatory Offices.*			
1.6 Confirm Application				



<b>FOR RENEWAL APPLICATIONS ONLINE</b>	<b>RENEWAL OF BUSINESS PERMIT</b>			
<p>1.1 Client may login to <a href="http://appbts.davaocity.gov.ph">appbts.davaocity.gov.ph</a> and update his/her contact info: email address, contact nos. and upload documents required documents for updating of details:</p> <p>a. Attached: IDs (owner and authorized representative-if transacting person is not the owner)</p> <p>b. Selfie holding an ID of owner and authorized representative</p> <p>c. SPA for single proprietorship and SEC. CERT. for Corporation</p> <p>1.2 Client will receive thru email and SMS an access code (once access</p>	<p>1.2. Assessment of Pertinent Documents (For Online Renewal Application, this step instead immediately precedes step 9 with the approving signatory encoding applicable notations prior to digitally signing the document. The approving signatory may tag the application "pending" and contact the applicant via e-mail, voice call or SMS to comply with the lacking requirements.)</p> <p>1.3. Printing out of Business Permit Renewal Form (Applicable only for Walk-in Applications. Online)</p>			



<p>code has been received)</p> <p>1.3 Taxpayer may now renew his/her business permit: Applicant to fill up the web forms and submit together with the documents required.</p>				
	<p><b>AMENDMENT OF BUSINESS PERMIT – CHANGE OF BUSINESS ADDRESS</b></p>			
	<p>1.2. Assessment of Pertinent Documents</p> <p>1.3. Encoding, Scanning and Uploading of Application to Regulatory Offices</p> <p>1.4. Release of Order of Payment to Client</p>			
	<p><b>AMENDMENT OF BUSINESS PERMIT – ADDITIONAL BUSINESS LINE</b></p>			
	<p>1.2. Assessment of Pertinent Documents</p> <p>1.3. Encoding,</p>			





	<p>Scanning and Uploading of Application to Regulatory Offices</p> <p>1.4. Release of O.P. to client</p>			
	<p><b>AMENDMENT OF BUSINESS PERMIT – TRANSFER OF OWNERSHIP</b></p>			
	<p>1.2. Assessment of Pertinent Documents</p> <p>1.3. Print out of Amendment Application Form and release of form and O.P. to client</p>			
	<p><b>AMENDMENT OF BUSINESS PERMIT – CHANGE OF TAXPAYER’S NAME, CORRECTION OF BUSINESS NAME, AND ADOPTION OF TRADE NAME</b></p>			
	<p>1.2. Assessment of Pertinent Documents</p> <p>1.3. Print out of Amendment Application Form and release of form and O.P. to client</p>			



<b>AMENDMENT OF BUSINESS PERMIT – PARTIAL RETIREMENT</b>				
	1.1. Assessment of Pertinent Documents 1.2. Print out of Amendment Application Form and release of form.			
2. Receive Disapproved Application or System Approval Slip ( O.P.)	2. Approval/Disapproval of Application (New Business Permit, Additional Business Line and Change of Address)	<b>N/A</b>	3 Days	Representative from Regulatory Offices
<b>ONLINE APPLICATIONS</b>	<b>NEW BUSINESS PERMIT</b>			
2.1. Check the status of the application. If approved by ROs, proceed to payment of fees. If pending, comply with requirements. If denied, proceed to ROs denying the application for further information.  2.2. One-time payment of taxes, charges and fees (online or window).	2.1. Recommends for the approval and disapproval of the client's application of business permit and approves electronically the application  2.2. Issuance of O.P. by the Business Bureau			



	<b>RENEWAL OF BUSINESS PERMIT</b>			
	<p>2.1. Renewal of Business Permit (Note: If the permit is blocked, the client has to comply with Regulatory Office requirements and regulations before proceeding to the City Treasurer's Office)</p>			
	<b>AMENDMENT OF BUSINESS PERMIT</b>			
	<p>2.2. Recommends for the approval and disapproval of the client's application of business permit and approves electronically the application (Applicable only to Change of Business Address, Additional Line of Business)</p>			
<p>3. Issuance of Assessment of Local Tax and Official Receipt (For Online New and Renewal Applications, payment can be done online)</p> <p>3.1. Receive the assessment</p>	<p>3. Issuance of Assessment of Local Tax and Official Receipt (For Online New and Renewal Applications, payment can be done online)</p> <p>3.1. Assesses fees, taxes and dues (Business Tax and Real</p>	<p>Mayor's Permit Fee is based under the</p>		



<p>3.2. Pay tax, fees and charges</p>	<p>Property Taxes Divisions</p> <p>3.2. Receives payment form client</p> <p>3.3. CTO Supervisor approves assessments offline or online.</p> <p>3.4. Recommends for the approval and disapproval of the client's application of Partial Retirement</p>	<p>following assets size and nature of business. Service fee is <b>Php50.00</b> for Amendment of Business Permit.</p>	<p>3 minutes</p>	<p>Collection and Assessment Officer – CTO</p>
<p>4. Receive FSIC</p>	<p>4. Issuance of Fire Safety Inspection Certificate (New and Renewal of Business Permit)</p>	<p><b>N/A</b></p>	<p>5 Minutes</p>	<p>BFP at the City Treasurer's Office</p>
<p>5. Submit the recommended approval of application of new / renewal / amendment of business permit and pertinent documents.</p>	<p>6. Receive the recommended approval of application of new / renewal / amendment of business permit and pertinent documents.</p>	<p><b>N/A</b></p>	<p>1 Hour and 30 Minutes</p>	<p>Business Bureau EDP personnel (Job Order)</p>
	<p>7. Final Approval of Application for Amendment (Transfer of Ownership and Partial Retirement)</p>	<p><b>N/A</b></p>		<p>Jesusa Pineda, Licensing Officer II-Business Bureau / Pault T. Perez, Assistant Head</p>
	<p>8. Tagging of Partial Retirement and Encoding of amendments (Transfer of Ownership and Partial Retirement)</p>	<p><b>N/A</b></p>		<p>Mary Ann Ador, Computer Operator III-Business Bureau - Records Section Head (Partial Retirement and</p>



				Transfer of Ownership), Josephine Cahilig, Local Revenue Collection Officer II- Business Bureau (Other Amendments)
	9. Encoding and Prints Business Permits (Printing not applicable under online transactions)	N/A		EDP Staff (Job Order)
	10. Segregate the documents for office file and applicant's copy (only applicable for offline transactions)	N/A		Records Section Staff, Process Section Staff (Job Order)
	11. Signing of Business Permit (For Online New and Renewal Applications, Business Permits are digitally pre-signed)	N/A		Maribel Paguican, Licensing Officer IV-Business Bureau
12. Receive Business Permit, Business Identification Plate, Sticker, FSIC and applicant's copy of the requirements. (For online applicants, client downloads and prints the Business Permit. Business plate and sticker may be delivered by Business Bureau employee or claimed at the office).  <b>-END-</b>	12. Release of Business Permit (For Online New and Renewal Applications, digitally pre-signed Business Permits may be downloaded by the client.)  12.1. Release the Business Permit, documents, business plate, and sticker to the client  12.2. Request the client to sign in the logbook  <b>-END-</b>	N/A	30 Minutes	Process Section Staff (Job Order)



<b>TOTAL:</b>	<b>Mayor's Permit Fee is based under the following assets size and nature of business. Service fee is Php50.00 for Amendments of Business Permit.</b>	<b>3 Days, 2 Hours and 18 Minutes</b>	
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<b>Mayor's Permit Fee is based under the following assets size and nature of business:</b>
Cottage Php 499,999.00 and below Small Php 500,000.00 up to Php 1,999,999.00 Medium Php 2,000,000.00 to Php 9,999,999.00 Large Php 10,000,000.00 and above
<b>Mayor's Permit Fee on business subject to Graduated Fixed Taxes:</b> <b>On Manufacturers/Importers/Producers</b> Cottage - Php 2,000.00 Small - Php5,000.00 Medium - Php8,000.00 Large - Php10,000.00
<b>On Banks Rural, Thrift and Savings Banks - Php5,000.00</b> <b>Commercial, Industrial and Development Banks - Php8,000.00</b> <b>Universal Banks - Php10,000.00</b>
<b>On Other Financial Institutions</b> Cottage - Php2,000.00 Small - Php5,000.00 Medium - Php8,000.00 Large - Php10,000.00
<b>On Contractors/Service Establishments</b> Cottage - Php 1,000.00 Small - Php 1,200.00 Medium - Php 2,500.00 Large - Php 6,000.00
<b>On Wholesalers/Retailers/Dealers or Distributors</b> Cottage - Php2,000.00 Small - Php 5,000.00 Medium - Php8,000.00 Large - Php10,000.00
<b>On Transloading Operations</b> Cottage – Php2,000.00 Small – Php5,000.00 Medium -Php 8,000.00 Large - Php10,000.00
<b>Other Businesses</b> Cottage - Php 1,000.00 Small - Php 2,000.00 Medium - Php4,000.00 Large - Php 6,000.00



## 2. SPECIAL PERMIT

Special Mayor's Permit is issued to any natural or juridical entity for the conduct of any event or activity involving the grouping of people within the jurisdiction of Davao City

This procedure intends to grant to any natural or entity who shall conduct any program or activity involving the grouping of people such as but not limited to bazaars, exhibits and any events such as fun-run, motorcade, parade and others within the jurisdiction of Davao City

<b>Office or Division</b>	City Mayor's Office - Permits & Licenses Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C/ G2B – Government to Citizen/ Government to Business			
<b>Who may avail</b>	Any natural or entity who shall conduct any program or activity involving the grouping of people such as but not limited to bazaars, exhibits and any events such as fun-run, motorcade, parade and others within the jurisdiction of Davao City.			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Before Business Bureau Application:  1.1. Client sends Letter Request (e-mail) and Pertinent Documents (applied at and pertinent documents submitted to <a href="mailto:licensing2021@gmail.com">licensing2021@gmail.com</a> for DCTOO Certificate or <a href="mailto:sportsevents.davao@gmail.com">sportsevents.davao@gmail.com</a> for DCSDD (see list below)	1. Client Application  1.1. DCTOO/DCSDD Certificate  1.1.1. Check and Receive Letter Request (e-mail) and Pertinent Documents (applied at and pertinent documents submitted to <a href="mailto:licensing2021@gmail.com">licensing2021@gmail.com</a> for DCTOO Certificate or <a href="mailto:sportsevents.davao@gmail.com">sportsevents.davao@gmail.com</a> for DCSDD.  1.1.2. Issuance of DCTOO/DCSDD Certificate  1.1.3. Endorsement to PSSCC	N/A	1 Day	Davao City Tourism Operations Office / Davao City Sports Development Division Personnel





	<p>1.2. PSSCC Certificate/Approved Security Clearance</p> <p>1.2.1. Receive Endorsement form CTOO</p> <p>1.2.2. Call for Meeting</p> <p>1.2.3. Issuance of PSSCC Certificate / Approved Security Clearance</p> <p>1.2.4. Endorsement to Business Bureau</p>	N/A	5 Days	<p>PSSCC Personnel</p> <p>PSSCC Chief</p>
<p>2. Client Application Business Bureau</p> <p>2.1 Client may login to <a href="https://specialpermi.t.davaocity.gov.ph/">https://specialpermi.t.davaocity.gov.ph/</a> and select Create Application</p> <p>2.2 Update his/her contact info:</p> <ol style="list-style-type: none"> <li>a. Requestor's Name;</li> <li>b. Transacting Person;</li> <li>c. Cellphone Number;</li> <li>d. E-mail Address;</li> <li>e. Company/Organization's Name;</li> <li>f. Requestor's Position in the Company/Organization;</li> <li>g. Company/Organization's Address; and</li> <li>h. Title or Name of the Event.</li> </ol>	2. Client Application Business Bureau:			



<p>2.3 Upload required documents (see list below)</p>	<p>2.1 Employee in charge shall assess the correctness and completeness of the application and shall tag the same as "for approval", "deny" or "cancel" (upon request of client). For Approval Applications are automatically forwarded to regulatory offices. - client will receive notification thru email and SMS for an access code.</p>	<p>N/A</p>	<p>10 Minutes</p>	<p>Marco Maglana (Licensing Officer I) / SMP Personnel, Business Bureau</p>
<p>3. Payment</p>	<p>2.2 Recommended approval or denied by the Concerned Regulatory Office. Application is automatically ready for payment once approved with client receiving the Order of Payment via SMS or e-mail.</p>	<p>N/A</p>	<p>3 Days</p>	<p>Regulatory Offices</p>
<p>3.1 Upon receiving TOP, proceed to City Treasurer's Office for payment and Receive Official Receipt. Digital Payment is available as alternative where client may proceed to <a href="https://specialpermit.davaocity.gov.ph/">https://specialpermit.davaocity.gov.ph/</a> and select Online Payment.</p> <p>3.2 Select desired Bank and pay online.</p>	<p>3. Payment</p> <p>3.1 Receive OP and payment, and Issue Official Receipt. Digital Payment is available as alternative.</p>	<p>See schedule of fees below</p>	<p>10 Minutes</p>	<p>Local Revenue Collection Officer - City Treasurer's Office, Window</p>



<p>3.3 Wait for SMS indicating approval of Special Permit Application.</p>				
<p>4. Issuance of Special Permit.</p> <p>4.1 Client automatically receives message prompt regarding the approval of the request. Upon receiving Special Permit Approval, proceed to <a href="https://specialpermit.davaocity.gov.ph/">https://specialpermit.davaocity.gov.ph/</a>, select Check Application Status and Download the Special Permit, or proceed to the link automatically sent by the Online Special Permit System through e-mail or SMS and download the Occupational Permit.</p> <p style="text-align: center;"><b>- END -</b></p>	<p>4. Issuance of Special Permit.</p> <p>4.1. Business Bureau Employee shall check the for paid applications, encode event details and tag "For Supervisor's Approval" (or cancel upon request of client).</p> <p>4.2 Supervisor Approves the Special Permit online (Final Approval)</p> <p style="text-align: center;"><b>- END -</b></p>	<p>N/A</p>	<p>5 Minutes</p>	<p>Marco Maglana (Licensing Officer I) / SMP Personnel, Business Bureau</p>
		<p>N/A</p>	<p>5 Minutes</p>	<p>Maribel T. Paguican, Business Bureau Chief</p>
<p><b>TOTAL:</b></p>		<p><b>Refer to Schedule of fees below</b></p>	<p><b>10 Days and 30 minutes</b> <b>(3 Days and 30 Minutes from application at Business Bureau)</b></p>	



## **PERTINENT DOCUMENTS TO BE SUBMITTED PRE-APPLICATION TO DCTOO/DCSDD**

I.I.I.I. For Meetings/Conventions/Conferences with local or regional attendees, or with less than 100 persons in attendance (should be submitted at least 5 working days before the event):

I.I.I.I.I. Business Permit and Tourism License of organizer and venue

I.I.I.I.II. Comprehensive Event Plan

I.I.I.II. For Meetings/Conventions/Conferences national/international in scopes, or with 100 or more participants (should be submitted at least 15 working days before the event):

I.I.I.II.I. Event Organizer

I.I.I.II.I.I. Business Permit and Tourism License

I.I.I.II.I.II. Event Organizer's Profile to include events organized, dates and number of participants

I.I.I.II.II. Brief Description of Event (venue, inclusive dates, expected number of local/international participants, and schedule of events

I.I.I.II.III. MPHS Guidelines and Implementation Plan

I.I.I.II.IV. Security and Safety Plans

I.I.I.II.V. Layout - Include Actual Measurements and Floor Area.

I.I.I.III. For Sports events:

I.I.I.III.I. Letter of intent indicating the following information:

I.I.I.III.I.I. Title of Event

I.I.I.III.I.II. Type of Event

I.I.I.III.I.III. Purpose

I.I.I.III.I.IV. Venue

I.I.I.III.I.V. Date and Time

I.I.I.III.I.VI. Number of Expected Participants

I.I.I.III.I.VII. Number of Security Marshalls

I.I.I.III.I.VIII. Number of First-aiders

I.I.I.III.I.IX. Event traffic plan/directions

I.I.I.III.I.X. Emergency plan

I.I.I.III.I.XI. Venue layout/Race route

I.I.I.III.I.XII. Evacuation Plan

I.I.I.III.II. Barangay Certification for minor events with less than 100 participants



## **PERTINENT DOCUMENTS TO BE SUBMITTED SPECIAL PERMIT APPLICATION TO BUSINESS BUREAU**

- 1.1.1.1.1. Letter request specifying the date, time, specific venue and the purpose of the event or activity (1 original and 1 duplicate)
- 1.1.1.1.2. Additional requirements:
  - 1.1.1.1.2.1. Intended Route for motorcades, parades, fun runs, processions and the like (1 original copy)
  - 1.1.1.1.2.2. Barangay Resolution for concerts, shows or events in open areas (1 original copy)
  - 1.1.1.1.2.3. Business Permit and Occupational Permits of the entertainers for Stage Shows (1 photocopy each)
  - 1.1.1.1.2.4. Barangay Clearance and cedula for Mahjong (1 original copy each)
  - 1.1.1.1.2.5. Recruitment Activity for recruiter and/or recruitment agencies not based in Davao City:
  - 1.1.1.1.2.6. Certificate of Good Standing (1 original copy) - (From DOLE for local and POEA for overseas)
  - 1.1.1.1.2.7. Job Order Balances Report duly authenticated by POEA, if overseas (1 original copy and 1 photocopy)
  - 1.1.1.1.2.8. No Objection Certificate (1 copy original) from PESO or Almendras Gym
  - 1.1.1.1.2.9. Valid License Certificate or any of the following (1 photocopy):
    - 1.1.1.1.2.9.1. Special Recruitment Authority for overseas (POEA)
    - 1.1.1.1.2.9.2. Authority to operate a branch office, for local (POEA)
    - 1.1.1.1.2.9.3. License to operate as PRPA, for local placement (DOLE)
    - 1.1.1.1.2.9.4. Authority to recruit, for local placement (DOLE)
- 1.1.1.1.3. Sangguniang Panlungsod Ordinance for Road Closures (1 original)
- 1.1.1.1.4. Cockfight/Derby
  - 1.1.1.1.4.1. Business Permit of Cockpit (1 photocopy)
  - 1.1.1.1.4.2. SP Ordinance (1 original copy)
- 1.1.1.1.5. Barangay Resolution for barangay events (1 original)
- 1.1.1.1.6. COVID-19 Prevention Plan
- 1.1.1.1.7. Certification from Public Safety and Security Command Center and City Tourism Operations Office/ Davao City Sports Development Division
- 1.1.1.1.8. Comprehensive Plan
- 1.1.1.1.9. Business Permit (private agency) (organizer)
- 1.1.1.1.10. Detailed Plan/Floor Plan (For Exhibits)



## SCHEDULE OF FEES

**Meetings, Incentives, Conference and Exhibits** - Php500.00/Day

**Recorrida** - Php150/Day

**Sampling** - Php300/Day

**Motorcade** - Php500/Day (9am to 4pm only)

**Blockscreening/Moviescreening** - Php500/Day

**Procession** - Php0.00

**Sports contest** – Php300 per Day

**Parade** – Php200 per Day on every circus

**Mahjong** – Php700 per Annum (minimum)

**Signage Installation** - Php150/Activity

**Circus, Carnivals, and the like** – Php500 for the first 5 Days and Php100 per Day thereafter

**Merry-go-round, roller coaster, ferries wheel, swing gallery and other similar contrivances** – Php300 for the first 5 Days and Php50 per Day thereafter

### **Bazaar/Exhibit:**

Event Organizer From Davao - Php500 per Day per location

Event Organizer Outside Davao (less than 30 exhibitors)- Php1,000/Day per activity exhibitors

Event Organizer Outside Davao (31-60 exhibitors)- Php2,000/Day per activity exhibitors

Event Organizer Outside Davao (61-100 exhibitors)- Php3,000/Day per activity exhibitors

Event Organizer Outside Davao (more than 100 exhibitors)- Php5,000/Day per activity exhibitors

Selling Display exhibitors - Php150 per Day per stall

Non-selling Display exhibitors - Php75 per Day per stall

### **Recruitment:**

Overseas - Php1,000 per Schedule

Local - Php1,200 per Schedule



### 3. Occupational Permit

Occupational Permit is issued to any worker or employee who is not a holder of a validly issued Professional Tax Receipts, whether working on temporary and permanent basis. Occupational Permit is renewed annually on or before January 31. Late renewal is imposed a penalty of 25%.

<b>Office or Division</b>	City Mayor's Office - Permits & Licenses Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	Any employee or worker who is a Filipino citizen and 18 years of age at the time of application. Foreigner may apply if he has already secured an Alien Employment Permit from the Department of Labor and Employment. In instances where the law allows a person below 18 years of age to work, the applicant shall submit an Affidavit of Consent from his/her parent or guardian			
<b>CHECKLIST OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>		
1. Valid Identification (1 photocopy)		Business Bureau Office, Window 1 or at the Public		
2. Application Form (1 original)		Assistance Desk		
3. Valid Identification (1 photocopy)		Applicant		
4. Official Receipt (1 original)		City Treasurer's Office		
5. Affidavit of Consent for minors (below 18 years old)		Any Notary Public		
6. Additional Requirements for Entertainers, Masseurs, Bar Attendants:				
a. Birth Certificate (1 original NSO Authenticated)		Philippine Statistics Authority		
b. Affidavit of consent with valid ID of parent or qualified guardian for 18 – 20 years old applicants (1 original)		Any Notary public		
c. Health ID (1 original)		Health ID (1 original)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Application (Payment may Precede Online Application)  1.1. Fill out application form (Applicable only to On Site Applicants) and the checklist of requirements to the applicant (Provided in the website upon Application Online) or	1. Application Application (Receipt of Payment may precede Online Application)  1.1. Give an application form (Applicable only to On Site Applicants) and the checklist of requirements to the applicant (Provided in the website upon	N/A	1 Minute	Rafael Mangao, Reproduction Machine Operator III- Business Bureau / Auxiliary Service Worker, Business Bureau



<p>login to <a href="https://occupationalpermit.davaocity.gov.ph/">https://occupationalpermit.davaocity.gov.ph/</a> and select Create Application for New or Occupational Permit Renewal for Renewal</p> <p>***For Walk-in***</p> <p>1.2 Submit duly filled-out application form and supporting documents.</p> <p>1.3 If below age requirement, Applicant must present himself/herself for an interview</p> <p>1.4 Receive Order of Payment (OP)</p>	<p>Application Online).</p> <p>1.2. Receipt, Verification, Interview and Assessment of Occupational Permit Applications</p> <p>***For Walk-in***</p> <p>1.2.1. Receive application form and supporting documents</p> <p>1.2.2. Verify applicant information</p> <p>1.2.3. Conduct interviews if entertainers, masseurs, bar attendants are 18-20 years old and for other applicants who are below 18 years old.</p> <p>1.2.4. Assess and indicate amount to be paid on the Order of Payment.</p> <p>1.2.5. Issue Order of Payment</p>	<p>N/A</p>	<p>24 Minutes</p>	<p>Mabel Grace E. Ravina, Admin Aide III-Business Bureau and Auxiliary Service Worker, Business Bureau</p>
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<p>***For Online***</p> <p>1.2. Fill out Online Application Form</p> <p>1.3. Upload online the following documents:</p> <ul style="list-style-type: none"> <li>- Certificate of Employment</li> <li>- Health Certificate (If Job Requires)</li> <li>- Birth Certificate / Affidavit of Consent (if Applicant is MINOR)</li> <li>- Attach Official Receipt</li> </ul> <p>1.3 If below age requirement, Applicant must present himself/herself for an interview</p>	<p>***For Online***</p> <p>1.2.1. Check online applications</p> <p>1.2.2. Verify applicant information</p> <p>1.2.3. Conduct interviews if entertainers, masseurs, bar attendants are 18-20 years old and for other applicants who are below 18 years old.</p>			
<p>2. Submit OP. And Payment (Online Payment available. May precede Application without order of payment especially for online applicants) and Receive Official Receipt</p>	<p>2. Receive O.P. and Payment (Online Payment available. May precede Application without order of payment especially for online applicants) and Issue Official Receipt</p>	<p>Php125.00 for new and updated renewal; Php156.25 for late renewal</p>	<p>10 Minutes</p>	<p>Revenue Collection Officer-City Treasurer's Office</p>
<p>3. Claiming / Downloading Occupational Permit</p>	<p>3. Printing of Occupational Permit (Applicable only for Onsite Applicants) and Release of Occupational Permit (Applicants may download the permit</p>			



<p>3.1 Submit Official Receipt</p> <p>3.2 Proceed to <a href="https://occupationalpermit.davaocity.gov.ph/">https://occupationalpermit.davaocity.gov.ph/</a>, select Check Application Status, and download the Occupational Permit, or proceed to the link automatically sent by the Online Occupational Permit System through e-mail or SMS and download the Occupational Permit (Online Applicants)</p> <p>3.3 Claim Occupational Permit</p> <p>- END -</p>	<p>for online applications instead)</p> <p>3.1. Receive Official Receipt</p> <p>3.2. Print out the Occupational Permit (Applicable only for Onsite Applicants)</p> <p>3.3. Deny or Approve (Online Applicants - Digitally signed) and Sign Occupational Permit (Walk-in)</p> <p>3.4. Release Occupational Permit (Applicants may download the permit for online applications instead)</p> <p>- END -</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>1 Minute</p> <p>4 minutes</p> <p>1 Minute</p>	<p>Rafael Mangao, Reproduction Machine Operator III- Business Bureau / Auxiliary Service Worker, Business Bureau</p> <p>Mabel Grace E. Ravina, Admin Aide III-Business Bureau (Window 1)</p> <p>Rafael Mangao, Reproduction Machine Operator III- Business Bureau / Auxiliary Service Worker, Business Bureau</p>
<p><b>TOTAL:</b></p>		<p><b>Php125.00 for new and updated renewal; Php156.25 for late renewal</b></p>	<p><b>41 Minutes</b></p>	



<b>4. Issuance of Certifications / Certified True Copy</b>				
Certifications or Certified True Copy is issued to any natural or juridical entity, government agencies or offices who wish to secure any copy of Business Permit or who wish to know any status or record of a Taxpayer.				
<b>Office or Division</b>	City Mayor's Office - Permits & Licenses Division			
<b>Classification</b>	Simple Transaction			
<b>Type of Transaction</b>	G2B – Government to Business G2G – Government to Government G2C – Government to Citizen			
<b>Who may avail</b>	Natural or juridical entity, government agencies and offices or any other concerned individual or entity.			
<b>CHECKLIST OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>		
1. Letter Request stating the purpose of the request (1 original)		Applicant		
2. Special Power of Attorney if represented for individual or sole proprietorship (1 original)		Any Notary Public		
3. Partnership Resolution indicating the reason and authorized representative for Partnership (1 original)		Any Notary Public		
4. Secretary's Certificate indicating the reason and the authorized representative. (1 original)		Any Notary Public		
5. Valid I.D. of the requisitioner (1 photocopy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client fills-out and submits Request Form and other requirements and receive Order of Payment	1. Receives the required documents and Issues Order of Payment	None	10 Minutes	Business Bureau Records Staff
2. Presents Order of Payment and Pay Service Fee	2.1 Receives OP and payment. 2.2 Issues Official Receipt	Php50.00 for certification  Php100.00 for Certified True Copy, P35.00 for every additional copy	10 Minutes	Local Revenue Collection Officer –City Treasurer's Office



3.1 Presents Official Receipt and Order of Payment	3.1 Receives Official Receipt and Order of Payment 3.2 Verifies Record 3.3 Prepares Certification or Certified True Copy 3.4 Records Section Chief (for CTC) or OIC (for the Certification) affixes signature to the document.	None	50 Minutes	Business Bureau Records Staff  Mary Ann M. Ador Records Section Head / Administrative Assistant VI or Maribel T. Paguican OIC – Business Bureau/Licensing Officer IV
3.2 Receives Certificate or Certified True Copy  <b>-END-</b>	3.5 Administrative Staff (Job Order) - Business Bureau releases the Documents  <b>-END-</b>			Administrative Staff (Job Order)
<b>TOTAL:</b>		Php50.00 for certification  Php100.00 for Certified True Copy  P35.00 for every additional copy	<b>1 Hour and 10 Minutes</b>	



## 5. Full Retirement of Business Permit

Full retirement of Business Permit is issued to any natural or juridical entity whose business operations have ceased.

<b>Office or Division</b>	City Mayor's Office - Permits & Licenses Division
<b>Classification</b>	Complex Transaction
<b>Type of Transaction</b>	G2C – Government to Citizen
<b>Who may avail</b>	Any natural or juridical entity who is a holder of a valid issued business permit but whose business operations had ceased

<b>CHECKLIST OF REQUIREMENT</b>	<b>WHERE TO SECURE</b>
1. Latest Business Permit (1 original or 1 certified copy)	Applicant or Records Section, Business Bureau
2. Affidavit of Full Retirement indicating the reason and the effectivity of retirement if Single Proprietorship. (1 original copy)	Any Notary Public
3. Partnership Resolution duly signed by all the Partners with the reason, effectivity of retirement and the authorized representative indicated therein if Partnership. (1 original copy)	Any Notary Public
4. Board Resolution or Secretary's Certificate with the reason and effectivity of retirement, the authorized represented indicated therein if other forms of ownership (1 original copy)	Any Notary Public
5. Valid I.D. of the Taxpayer if Sole proprietorship (1 photocopy copy)	Applicant
6. Valid I.D. of all the Partners (1 photocopy each)	Applicant
7. Valid I.D. of the President and authorized representative for Board Resolution or of the Secretary and the authorized representative for Secretary's Certificate if other forms of ownership (1 photocopy each)	Applicant
8. Special Power of Attorney for Single Proprietorship if represented (1 copy original) and valid I.D. of the representative (1 photocopy)	Any Notary Public / Applicant
9. Business Identification Plate	Applicant

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements	1.1 Assess the client's pertinent documents 1.2 Validate the details on the	None	10 Minutes	Licensing Officers - Business Bureau



	<p>Affidavit of Retirement such as the Effective Date of Retirement and the reason for the retirement</p> <p>1.3 Print and sign the application for retirement</p>			
<p>2. File with the City Treasurer (Central or District depending on business location) the application for retirement and supporting documents.</p>	<p>2.1 Receives application for retirement</p> <p>2.2 Conducts ocular inspection of the business establishment to check whether the business has already ceased its operations or not</p> <p>2.3 Conducts ocular inspection of the business establishment to check whether the business has already ceased its operations or not</p> <p>2.4 Recommends the approval of the application of the retirement or disapproves application for retirement. Releases application and attached documents in the case of disapproval</p>		<p>3 Days</p>	<p>Revenue Collection Clerk 1- District Treasurer's Office</p>



	<p>2.5 Print assessment of local tax and fees</p> <p>2.6 Receives payment</p> <p>2.7 Issues Official Receipt and returns application for retirement</p>	<p>Tax Obligation based on gross sales.</p> <p>Late filing fee for application filed more than 30 days from cessation =P1,000 to P5,000</p>	<p>1 Hour</p>	<p>Revenue Collection Clerk 1- District Treasurer's Office</p>
<p>3. Submit recommended approved application for retirement, supporting documents and Business Identification Plate and receive claim stub</p>	<p>3.1 Receives OR, business plate, application for retirement and other attached documents</p> <p>3.2 Issues Claim Stub</p> <p>3.3 Checks application form and pertinent documents and approve the application for retirement</p> <p>3.4 Segregate the office file and applicant's copy</p> <p>3.5 Tag and print the RETIRE annotation</p> <p>3.6 Processing Staff receives claim stub and releases the</p>		<p>1 Hour</p> <p>6 Hours</p> <p>1 Hour</p>	<p>Processing Section Staff (Job Order)</p> <p>Processing Section Staff (Job Order)</p> <p>Jesusa Pineda, Licensing Officer II-Business Bureau</p> <p>Records Section Staff (Job Order)</p> <p>Mary Ann Ador, Computer Operator III-Business Bureau</p> <p>Processing Section Staff (Job Order)</p>



<p style="text-align: center;"><b>-END-</b></p>	<p>retired business permit and other applicant's copy of required documents</p> <p style="text-align: center;"><b>-END-</b></p>			
<p style="text-align: center;"><b>TOTAL:</b></p>		<p><b>Tax Obligation based on gross sales.</b></p> <p><b>Late filing fee for application filed more than 30 days from cessation =P1,000 to P5,000</b></p>	<p><b>3 Days, 3 Hours and 10 Minutes</b></p>	





<b>6. Cancellation of Business Permit</b>				
Cancellation of Business Permit is offered to any natural or juridical entity whose application for Business Permit is being applied and encoded in the system but the applicant later decided not to push through the said application for any valid reason. Cancellation should be applied within three (3) months from date of application of Business Permit. Cancellation of Business Permit cannot be provided to an applicant who has any record with the City Treasurer's Office.				
<b>Office or Division</b>	City Mayor's Office - Permits & Licenses Division			
<b>Classification</b>	Simple Transaction			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	Any natural or juridical entity that has valid reason to cancel duly processed application for new business permit.			
<b>CHECKLIST OF REQUIREMENT</b>			<b>WHERE TO SECURE</b>	
1. Application Form (1 photocopy)			Business Bureau, window 7	
2. Affidavit of Cancellation stating reason of cancellation for Sole Proprietorship (2 original copies)			Taxpayer	
3. I.D. of Taxpayer (1 photocopy)			Taxpayer	
4. Special Power of Attorney stating the authority and capacity of the authorized representative (1 original and 1 photocopy)			Any Notary Public	
5. Partnership Resolution stating the reason of cancellation and the authority and capacity of the authorized representative for partnership (1 original and 1 photocopy)			Any Notary Public	
6. Board Resolution or Secretary's Certificate stating reason of cancellation and the authority and capacity of the authorized representative for other form of ownership (1 original and 1 photocopy)			Any Notary Public	
7. I.D. of Partners (1 photocopy each)			Taxpayer	
8. I.D. of authorized signatory for other form of ownership (1 photocopy)			Taxpayer	
9. I.D. of authorized representative (1 photocopy)			Taxpayer	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Client submits complete requirements to EDP Head and receive Claim Stub:	1.1 EDP Head Receives complete requirements for cancellation, checks completion of requirements, and fills out application form for approval of Business Bureau OIC.  1.2 Business Bureau OIC approves application for Cancellation of Business Permit.	None	30 Minutes	Josephine P. Cahilig – Revenue Collection Officer II - Business Bureau (Window 8 or 9)  Maribel T. Paguican - Business Bureau OIC



	1.3 EDP Head Endorses application form to the City Treasurer's Office for proper treatment.			Josephine P. Cahilig – Revenue Collection Officer II - Business Bureau (Window 8 or 9)
	2.1 LTOO IV - CTO District Recommends cancellation or retirement of Business Permit Application.	None	1 Day	Local Treasury Operations Officer IV – District Treasurer
	2.2 If application is recommended for cancellation, the client is advised to return to Business Bureau. The application will then be endorsed to the CITC for record cancellation.			Local Treasury Operations Officer IV – District Treasurer
	2.3 If application is recommended for retirement, application will be returned to applicant, and will be advised to process the transaction under the Retirement of Business Permit service.			Local Treasury Operations Officer IV – District Treasurer
	3.1 EDP Head Endorses application form and required documents to the City Information Technology Centers	None	1 Day and 10 Minutes	Josephine P. Cahilig – Revenue Collection Officer II - Business Bureau (Window 8 or 9)
	3.2 CITC Employee Cancels Business Permit record from the database and returns the attached			CITC Employee



<p>3.1 If approved to be canceled, Client claims duly canceled application and other documents</p> <p>3.2 If recommended for retirement, receive application and other documents for re-processing application under retirement service</p> <p style="text-align: center;"><b>-END-</b></p>	<p>documents and application form copy to Business Bureau.</p> <p>3.3 EDP Head Receives the attached documents and application form copy from CITC. Contacts Client upon successful cancellation of Business Permit Application, and releases duly canceled application and other documents or Returns application and other documents and give a checklist for retirement service if recommended for retirement</p> <p style="text-align: center;"><b>-END-</b></p>			<p style="text-align: center;">Josephine P. Cahilig – Revenue Collection Officer II - Business Bureau (Window 8 or 9)</p>
<b>TOTAL:</b>		<b>NONE</b>	<b>2 Days and 40 Minutes</b>	



## 7. Ocular Inspection and ICAB Inspection

Business activities being applied will be validated through ocular inspections. For Internet Cafes, this procedure intends to issue Internet Café Accreditation to internet cafes and coin operated internet machine business operators who are compliant with internet café regulation requirement. Internet Café Accreditation is a specific requirement for the issuance of Business Permit.

<b>Office or Division</b>	City Mayor's Office - Permits & Licenses Division
<b>Classification</b>	Simple Transaction (Regular), Complaint (Complex), ICAB Accreditation (Technical)
<b>Type of Transaction</b>	G2C – Government to Citizen G2B - Government to Business
<b>Who may avail</b>	Any business owners operating in Davao City (Regular), any natural or juridical entities whose welfare, security and safety are threaten by the conduct of any business activities (Complaint), Internet Café and Coin Operated Internet Machine Business Operators within Davao City (ICAB).

CHECKLIST OF REQUIREMENT	WHERE TO SECURE
Regular	
No requirement needed (Regular)	None
Complaint	
1. Letter of complaint (1 original and 1 duplicate)	Complainant
2. Sketch (1 copy)	Complainant
ICAB	
1. Letter Request for Inspection (1 original and 1 duplicate copy)	Applicant
2. Duly filled-out application form for New Business Permit (1 photocopy)	Receiving Section, Business Bureau – Window 7.
3. Official Receipt for Internet Café Accreditation Board (ICAB) Accreditation (1 original)	Revenue Collection Officer, City Treasurer's Office
4. Sketch Map of Business Location (1 original)	Applicant
5. Compliance of the following ICAB requirements:	Applicant
Half-closed cubicle with not more than 5 feet from the floor	Applicant
Proper Lighting: 25 Lux minimum for fluorescent and LED lights, 50 lux minimum for incandescent	Applicant
<ul style="list-style-type: none"> <li>• Warning sign with minimum size of 12 x 18 inches with the following text:               <ul style="list-style-type: none"> <li>➤ No pornography</li> <li>➤ No Gambling</li> <li>➤ No Hacking</li> <li>➤ No minors are allowed to play games prior to 6:00 AM</li> </ul> </li> </ul> <p>Students are not allowed to play games beyond 10:00 PM during prescribed hours.</p>	Applicant
System for blocking or filtering access to pornographic sites/contents	Applicant
Webcams permanently fixed, if applicable	Applicant
No selling and consumption of intoxicating drinks and cigarettes within the premises	Applicant



Copy of ICAB ordinances (227-04, 0387-12 and 01488-), as amended.		Business Bureau, Licensing Officer I		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submission of Complaint/Request for ICAB accreditation</p> <p>1.1. File the letter of complaint / Submit letter of request for inspection, sketch map, and photocopy</p> <p>1.2. Receive copy of complaint / application</p> <p>1.3. Wait for scheduled inspection</p>	<p>Receipt of Complaint/Request for ICAB accreditation</p> <p>1.1. Receive letter complaint/request for ICAB accreditation and other pertinent documents:</p> <p>1.2. Give received copy to complainant / applicant</p> <p>1.3. Route the complaint / request for inspection</p> <p>1.4. Assign the complaint/request to the Inspection Team</p>	N/A	<p><b>25 Minutes</b></p> <p><b>5 Minutes</b></p> <p><b>1 Hour</b></p> <p><b>1 Hour</b></p>	<p>Elena Tabao, Administrative Aide IV-Business Bureau</p> <p>Maribel T. Paguican, Licensing Officer IV-Business Bureau</p>



<p>2. Inspection of Establishment</p> <p>2.1. Conduct Ocular Inspection:</p> <p>2.1.1. Receive Inspection Report / 1<sup>st</sup> Notice of Violation /ICAB Accreditation</p> <p>2.1.2. For Internet Cafe and Pisonet Owners:</p> <p>2.1.2.1. Proceed to City Treasurer's Office for ICAB Accreditation fee</p> <p>2.1.1.2. Submit ICAB O.R. prior to printing of Business Permit.</p>	<p>2. Inspection of Establishment</p> <p>2.1. Conduct Ocular Inspection</p> <p>2.1.1. Issue Inspection Report as proof of inspection (no violation) or 1st Notice (with violation) and ICAB Accreditation with Order of Payment for Accreditation if compliant.</p> <p>2.1.2. Endorse copy to appropriate regulatory offices or agencies if applicable</p> <p>2.1.3. Issue 2nd and Final Notice with Cease-and-Desist Order recommended if violations are not complied upon re-inspection.</p> <p>2.2. Service of Closure Order</p> <p>2.2.1. Serve and Issue Closure Order if still no compliance made after 2nd and Final Notice.</p> <p>2.2.2. Lock physically erring establishment</p>	<p>N/A</p> <p>P 100.00 for the first 10 units and P10.00 for every unit in excess of 10</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>3 Days</p> <p><b>10 Minutes (May be done on the same day Internet Accreditation is received depending on the will of the applicant)</b></p> <p><b>2 Days (After 1<sup>st</sup> inspection as the case may be)</b></p> <p><b>1 Day (After 2<sup>nd</sup> and final inspection as the case may be)</b></p>	<p>Jayquiel Balite, Licensing Officer I – Business Bureau</p> <p>Local Revenue Collection Officer - City Treasurer's Office</p> <p>Jayquiel Balite, Licensing Officer I – Business Bureau</p> <p>Jayquiel Balite, Licensing Officer I – Business Bureau</p>
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	<p>2.3. In cases of violations with penalties:</p> <p>2.3.1. Issue notice of violation and Order of Payment for the violation</p> <p>2.3.2. Receive Order of Payment and payment and issue Official Receipt for violation</p>			<p>Jayquiel Balite, Licensing Officer I – Business Bureau</p> <p>Local Revenue Collection Officer - City Treasurer's Office</p>
<p>3. Receive the result of inspection.</p> <p><b>-END-</b></p>	<p>3. Furnish complainant the result of inspection as per request (for complaint).</p> <p><b>-END-</b></p>	<p>N/A</p>	<p><b>4 Hours from ocular inspection if requested by the complainant</b></p>	<p>Jayquiel Balite, Licensing Officer I – Business Bureau</p>
<p><b>TOTAL:</b></p>		<p><b>ICAB: Php 100.00 for the first 10 units and Php10.00 for every unit in excess of 10 units.</b></p> <p><b>Violation: Depending on Violation</b></p>	<p><b>3 Days and 30 Minutes to 6 days, 6 Hours and 50 Minutes</b></p>	