



# **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
<b>Type of Transaction</b>	G2C – Government to Citizen; G2B – 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

<b>CHECKLIST OF REQUIREMENT</b>	<b>WHERE TO SECURE</b>
<b>NEW</b>	
1. Duly filled-out and notarized Unified Application Form (1 original)	Business Bureau or at the Web site <a href="https://busbureau.davaocity.gov.ph/">https://busbureau.davaocity.gov.ph/</a> or apply online at <a href="https://appbts.davaocity.gov.ph/">https://appbts.davaocity.gov.ph/</a>
2. Sketch of Business location (1 original)	Applicant
3. Certified List of Employees / Certification of no Employee (1 original)	Applicant, notarized by any Notary Public
4. Valid DTI Registration for Single Proprietorship (1 photocopy)	Department of Trade and Industry
5. SEC Registration, Articles of Incorporation for Partnership and Corporation (1 photocopy)	Securities and Exchange Commission
6. Certificate of Cooperation, Articles of Cooperation for Cooperative (1 photocopy).	Cooperative Development Authority
7. DOLE / POEA Certificate of Registration, if applicable.	Department of Labor and Employment
8. DHSUD Certificate of Registration, if applicable.	Department of Human Settlement and Urban Development
9. Special Power of Attorney (1 current and original) for represented - Sole Proprietorship	Applicant, notarized by any Notary Public
10. Partnership Resolution (1 current and original) for represented – Partnership	Applicant, notarized by any Notary Public
11. Secretary's Certificate or Board / Partnership Resolution for other form of ownership (1 current and original) - Corporation and Partnership	Applicant, notarized by any Notary Public



12. Valid I.D. of representatives, owners (Sole Proprietor, OPC, Partnership), and Corporate Secretary (Corporation, Cooperative) - 1 photocopy each)	Applicant
13. Contract of Lease and copy of the Proof of ownership by the Lessor if details are not reflected on the contract (1 photocopy)	Applicant, notarized by any Notary Public
14. Any proof of ownership if Business location is Owned	Applicant
15. Consent and copy of any proof of ownership if details are not reflected on consent if permitted to use the business location (1 original)	Applicant
16. OR/CR of vehicle, if with delivery vehicle (1 photocopy each vehicle)	Applicant
17. Consent for use of the vehicle if not owned by the applicant.	Applicant
18. Valid Fire Safety Inspection Certificate	Bureau of Fire Protection
19. Other Requirements depending on the Business Activity declared	Concerned Agency
<b>RENEWAL</b>	
1. List of Employees stating the Name and Position of the Employees (1 copy)	Applicant
2. For Sole Proprietorship, if represented, Special Power of Attorney, indicating specific authority and capacity granted to representative.	Applicant, notarized by any Notary Public
3. For Partnership, Partnership Resolution, indicating specific authority and capacity granted to representative.	Applicant, notarized by any Notary Public
4. For other form of ownership, Board Resolution or Secretary's Certificate, indicating specific authority and capacity granted to representative.	Applicant, notarized by any Notary Public
5. Valid I.D. of the representative (1 photocopy), if newly designated	Applicant
6. Valid Fire Safety Inspection Certificate (1 photocopy)	Applicant or Bureau of Fire Protection
7. Specific requirements for specific line of business	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	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	Applicant, notarized by any Notary Public



business-Single Proprietorship	
3. For Sole Proprietorship, if represented, Special Power of Attorney, indicating specific authority and capacity granted to representative.	Applicant, notarized by any Notary Public
4. For Partnership, Partnership Resolution indicating specific authority and capacity granted to representative, and stating the new location of the business	Applicant, notarized by any Notary Public
5. For Corporation / Cooperative, Board Resolution or Secretary's Certificate, indicating specific authority and capacity granted to representative, and stating the new location of the business	Applicant, notarized by any Notary Public
6. Valid ID of the representative (1 photocopy), if newly designated	Applicant
7. Sketch Map	Applicant
8. Tax Declaration of the Property or any proof of property ownership (owned, rented and not rented) and Lease Contract if rented or Consent from Property Owner if not rented	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	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	Applicant, notarized by any Notary Public
3. For Sole Proprietorship, if represented, Special Power of Attorney, indicating specific authority and capacity granted to representative.	Applicant, notarized by any Notary Public
4. For Partnership, Partnership Resolution indicating specific authority and capacity granted to representative, and stating the business line to be added and additional capital	Applicant, notarized by any Notary Public
5. For Corporation / Cooperative, Board Resolution or Secretary's Certificate, indicating specific authority and capacity granted to representative, and stating the business line to be added and additional capital	Applicant, notarized by any Notary Public
6. SEC Registration, Article of Incorporation for	Securities and Exchange Commission



Partnership and Corporation (1 photocopy)	
7. Certificate of Cooperation, Article of Cooperation (1 photocopy) for Cooperative	Cooperative Development Authority
8. Valid ID of the representative (1 photocopy), if newly designated	Applicant
<b>AMENDMENT OF BUSINESS PERMIT – TRANSFER OF OWNERSHIP</b>	
1. Application for the transfer of ownership	Business Bureau to be filled out and signed by applicant
2. Deed of Transfer / Sale / Assignment (notarized)	Applicant, notarized by any Notary Public
3. SPA (Sole Proprietorship) or Partnership Resolution Resolution (Partnership) indicating specific authority and capacity granted to representative or Secretary's Certificate / Board Resolution indicating specific authority and capacity granted to representative (Corporation and Cooperative)	Applicant, notarized by any Notary Public
4. Valid I.D. representatives, owners (Sole Proprietor, OPC, Partnership), and <b>corporate</b> secretary (Corporation, Cooperative) - 1 photocopy each	Applicant
5. Tax Declaration of the Property or any proof of property ownership (owned, rented and not rented) and Lease Contract if rented or Consent from Property Owner if not rented	Applicant, notarized by any Notary Public
6. 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.	Applicant
7. DTI Certificate New Owner – Single Proprietorship	Department of Trade and Industry
8. SEC Registration, Article of Incorporation for Partnership and Corporation (1 photocopy) Certificate of Cooperation (Article of Cooperation (1 photocopy).	Securities and Exchange Commission
9. Certificate of Cooperation, Article of Cooperation (1 photocopy).	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) - Single Proprietorship	Applicant, notarized by any Notary Public
2. SPA (Sole Proprietorship), or Partnership Resolution Resolution (Partnership) indicating specific authority and capacity granted to representative, or Secretary's Certificate / Board	Applicant, notarized by any Notary Public



Resolution indicating specific authority and capacity granted to representative (Corporation and Cooperative)	
3. Valid ID of the representative (1 photocopy), if newly designated	Applicant
4. Birth Cert. / Marriage Contract for the Change of Name	Applicant
5. DTI Trade name for the correction of business name	Department of Trade and Industry
6. SEC / CDA Registration in case of Corporation / Partnership / Cooperative	Security and Exchange Commission / Cooperative Development Authority Amended Registration
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	Applicant
<b>AMENDMENT OF BUSINESS PERMIT – PARTIAL RETIREMENT</b>	
1. Affidavit of Partial Retirement (notarized) stating the reason, effective date of retirement and line of business to retire-Single Proprietorship	Applicant, notarized by any Notary Public
2. Secretary Certificate / Board or Partnership Resolution (notarized) stating the reason, effective date of retirement and line of business to retire, and indicating specific authority and capacity granted to representative – Corporation / Partnership / Cooperative	Applicant, notarized by any Notary Public
3. Special Power of Attorney, indicating specific authority and capacity granted to representative – (Sole Proprietorship)	Applicant, notarized by any Notary Public
4. Valid ID of the representative (1 photocopy), if newly designated	Applicant
5. 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	Applicant
<b>AMENDMENT OF BUSINESS PERMIT – OTHER AMENDMENTS AND CORRECTIONS</b>	
1. Notarized Affidavit for specific amendment (correction of Barangay, increase capital, etc.) - Sole Proprietorship, or inspection report if applicable	Applicant, notarized by any Notary Public
2. SPA (Sole Proprietorship), or Partnership Resolution Resolution (Partnership) indicating specific authority and capacity granted to representative, or Secretary's Certificate / Board Resolution indicating specific authority and capacity granted to representative	Applicant, notarized by any Notary Public



(Corporation and Cooperative)	
3. Valid ID of the representative (1 photocopy), if newly designated	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	Applicant
5. Barangay Clearance from correct Barangay and Certification of No Operation from incorrect Barangay	Local Barangay Hall



## A. New Business Permit (Online)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>PRE-ASSESSMENT</b>	<b>PRE-ASSESSMENT</b>			
a) Client may login to <a href="http://appbts.davaocity.gov.ph">appbts.davaocity.gov.ph</a> b) Fill up the online application form completely. c) Upload Required Documents d) Check the box if OK and then press submit.	Pre-assess Business permit Application	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
e) Client receives SMS or e-mail notification with access code if application is submitted successfully f) Confirm Application	Verify the filled-out online application form information and uploaded documents for approval of Regulatory Offices	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
g) Check the status of the application. If approved by Regulatory Offices, inform the Business Bureau of the application's approval by ROs. If pending, comply with requirements. If denied, proceed to Regulatory Offices denying the application for further information.	Encode additional business application details and assign Business ID number to the encoded Business Permit Application presented by the client (after approval of Regulatory Offices)	None	24 Minutes	Licensing Officer Business Bureau (See Annex A)





h) Receive Business ID number assigned and proceed to the City Treasurer's Office for payment.				
<b>PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - SUBMISSION OF APPLICATION AND COMPLETE REQUIRED DOCUMENTS:</b>	<b>PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - RECEIPT OF APPLICATION AND COMPLETE DOCUMENTS, AND RELEASE OF BUSINESS PERMIT:</b>			
1. Inform Business Bureau of the approval by the Regulatory Offices	1.1. Check recommended approval business permit application, encode notations, and review Business Permit application	Mayor's Permit Fee is based on the asset size and nature of business (paid at the City Treasurer's Office prior to this step).	1 Hour	Licensing Officer Business Bureau (See Annex A)
	1.2. Final Approve and Issue Business Permit (digitally pre-signed)	None	10 Minutes	Mrs. Maribel T. Paguican Licensing Officer IV (BB OIC) Business Bureau
2. Claim Business Identification Plate and Sticker at the Business Bureau office	2. Release business plate, and sticker to the client	None	10 Minutes	Processing Section Personnel (c/o Mrs. Ma. Elena Tabao)
3. Sign Logbook	3. Request the client to sign in the logbook	None	6 Minutes	Processing Section Personnel (c/o Mrs. Ma. Elena Tabao)



	<b>TOTAL:</b>	<b>Mayor's Permit Fee is based on the asset size and nature of business.</b>	<b>2 Hours and 10 Minutes</b>
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<b>B. New Business Permit (Onsite)</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>PRE-ASSESSMENT</b>	<b>PRE-ASSESSMENT</b>			
a) Submit pertinent documents and filled application form	A) Pre-assess Business permit Application	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
b) Receive Control Number Form with QR Code for monitoring of updates from Regulatory Offices.	B) Verify and Encode Business Permit Application for Electronic Approval (required documents are scanned during this process for approval by Regulatory Offices. Documents are then returned to client with Control Number Form with QR Code for monitoring of updates from Regulatory Offices)	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
c) Check the status of the application. If approved by ROs, proceed to Business Bureau for assigning of Business ID number. If pending, comply with requirements. If denied, proceed to ROs denying the application for further information.	C) Encode additional business application details and assign Business ID number to the encoded Business Permit Application presented by the client (after approval of Regulatory Offices)	None	24 Minutes	EDP Personnel Business Bureau (c/o Mrs. Helen Pore)
d) Receive Application with Business ID number assigned and proceed to the City Treasurer's Office for payment.	D) Return approved Application Form and documents to the client			



PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - SUBMISSION OF APPLICATION AND COMPLETE REQUIRED DOCUMENTS:	PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - RECEIPT OF APPLICATION AND COMPLETE DOCUMENTS, AND RELEASE OF BUSINESS PERMIT:			
1. Submit the recommended approval of application for new business permit, official receipts and pertinent documents.	1.1. Receive and Check Business Permit Application and Complete Attachments / Documents (claim stub is released to the client on this step)	Mayor's Permit Fee is based on the asset size and nature of business (paid at the City Treasurer's Office prior to this step).	30 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.2. Encode Notations and Print Business Permit	None	30 Minutes	EDP Personnel Business Bureau (c/o Mrs. Helen Pore)
	1.3. Segregate Business permit and supporting documents	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.4. Review Business Permit	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
	1.5. Final Approve and Issue Business Permit	None	10 Minutes	Mrs. Maribel T. Paguican Licensing Officer IV (BB OIC) Business Bureau
2. Claim Business Identification Plate and Sticker at the Business Bureau office	2. Release Business permit, documents, business plate, and sticker to the client	None	10 Minutes	Processing Section Personnel (c/o Mrs. Ma. Elena Tabao)



3. Sign Logbook	3. Request the client to sign in the logbook	None	6 Minutes	Processing Section Personnel (c/o Mrs. Ma. Elena Tabao)
<b>TOTAL:</b>		<b>Mayor's Permit Fee is based on the asset size and nature of business.</b>	<b>2 Hours and 30 Minutes</b>	



### C. Renewal of Business Permit (Online)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>PRE-ASSESSMENT</b>	<b>PRE-ASSESSMENT</b>			
<p>a) 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 for updating of details:</p> <p>i. Attached: ID (authorized representative-if transacting person is not the owner)</p> <p>ii. SPA for single proprietorship and Secretary Certificate for Corporation</p> <p>b) Client will receive thru email and SMS an access code (once access code has been received)</p> <p>c) Taxpayer may now renew his/her business permit: Applicant to fill up the web forms and submit together with the documents required. Proceed to assessment and payment of dues online.</p>	<p>a) Pre-assess Pertinent Documents</p> <p>b) If the permit is blocked, inform the client to comply with Regulatory Office requirements and regulations.</p>	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)



<p>d) <b>Check the status of the application.</b> If the permit is pending / blocked, comply with Regulatory Office requirements and regulations. If denied, proceed to ROs denying the application for further information. Client may still proceed to the City Treasurer's Office for assessment and payment of dues.</p>				
<p><b>PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - SUBMISSION OF APPLICATION AND COMPLETE REQUIRED DOCUMENTS:</b></p>	<p><b>PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - RECEIPT OF APPLICATION AND COMPLETE DOCUMENTS, AND RELEASE OF BUSINESS PERMIT:</b></p>			
<p>1. Wait for Business Bureau approval</p>	<p>1.1. Check recommended approval business permit application, encode notations, and review Business Permit application</p>	<p>Mayor's Permit Fee is based on the asset size and nature of business (paid at the City Treasurer's Office prior to this step).</p>	<p>1 Hour</p>	<p>Licensing Officer Business Bureau (See Annex A)</p>
	<p>1.2. Final Approve and Issue Business Permit (digitally pre-signed)</p>	<p>None</p>	<p>10 Minutes</p>	<p>Mrs. Maribel T. Paguican Licensing Officer IV Business Bureau (BB)</p>



				OIC) , Licensing Officers I (See Annex A)
2. Claim Business Sticker at the Business Bureau office	2. Release Business sticker to the client	None	10 Minutes	Processing Section Personnel
<b>TOTAL:</b>		<b>Mayor's Permit Fee is based on the asset size and nature of business.</b>	<b>1 Hour and 30 Minutes</b>	





### D. Renewal of Business Permit (Onsite)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>PRE-ASSESSMENT</b>	<b>PRE-ASSESSMENT</b>			
<p>a) Submit documentary requirements for pre-assessment.</p> <p>b) Receive application form and proceed to the City Treasurer's Office for assessment and payment of dues.</p> <p>c) If the permit is pending / blocked, comply with Regulatory Office requirements and regulations. If denied, proceed to ROs denying the application for further information. Client may still proceed to the City Treasurer's Office for assessment and payment of dues.</p> <p>ALTERNATIVE:</p> <p>d) 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 for updating of details:</p>	<p>A) Pre-assess Business permit Application.</p> <p>B) Printing out of Business Permit Renewal Form and return applicant's documents.</p> <p>C) If the permit is blocked, inform the client to comply with Regulatory Office requirements and regulations.</p>	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)



<p>e) Attached: ID (authorized representative-if transacting person is not the owner)</p> <p>f) SPA for single proprietorship and Secretary Certificate for Corporation</p> <p>g) Client will receive thru email and SMS an access code (once access code has been received)</p> <p>h) Taxpayer may now renew his/her business permit: Print out the application form and proceed to the City Treasurer's Office for assessment and payment of dues.</p> <p>i) If the permit is pending / blocked, comply with Regulatory Office requirements and regulations. If denied, proceed to ROs denying the application for further information. Client may still proceed to the City Treasurer's Office for assessment and payment of dues.</p>				
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PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - SUBMISSION OF APPLICATION AND COMPLETE REQUIRED DOCUMENTS:	PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - RECEIPT OF APPLICATION AND COMPLETE DOCUMENTS, AND RELEASE OF BUSINESS PERMIT:			
1. Submit application for renewal of business permit, official receipts and pertinent documents.	1.1. Receive and Check the Application for renewal of Business Permit and Complete Attachments / Documents (claim stub is released to the client on this step)	Mayor's Permit Fee is based on the asset size and nature of business (paid at the City Treasurer's Office prior to this step).	30 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.2. Encode Notations and Print Business Permit	None	30 Minutes	EDP Personnel Business Bureau (c/o Mrs. Helen Pore)
	1.3. Segregate Business permit and supporting documents	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.4. Review Business Permit	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
	1.5. Final Approve and Issue Business Permit	None	10 Minutes	Mrs. Maribel T. Paguican Licensing Officer IV (BB OIC), Business Bureau
2. Claim Business Permit and Sticker at the Business Bureau office	2. Release Business permit and sticker to the client	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma.



				Elena Tabao)
3. Sign Logbook	3. Request the client to sign in the logbook	None	6 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
<b>TOTAL:</b>		<b>Mayor's Permit Fee is based on the asset size and nature of business.</b>	<b>1 Hour and 56 Minutes</b>	



### E. Amendment of Business Permit (Change of Business Address)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>PRE-ASSESSMENT</b>	<b>PRE-ASSESSMENT</b>			
a) Submit pertinent documents.	a) Pre-assess Application for Change of Address.	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
b) Receive order of payment.	b) Encode Application for Change of Business Address (required documents are scanned during this process for approval by Regulatory Offices). c) Return the documents to the client and issue an order of payment to be paid at the City Treasurer's Office			
c) Check the status of the application. If approved by ROs, proceed to Business Bureau for Encoding of additional details post application. If pending, comply with requirements. If denied, proceed to ROs denying the application for further information.	d) Encode of additional details post application to the RO-approved Change of Business Address (after approval of Regulatory Offices)	None	10 Minutes	EDP personnel Business Bureau (c/o Mrs. Helen Pore)
d) Receive the documents for Process Proper with attached Recommended approval of Application for Change of Business Address	e) Return the documents to the client for Process Proper with attached Recommended approval of Application for Change of Business Address			



PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - SUBMISSION OF APPLICATION AND COMPLETE REQUIRED DOCUMENTS:	PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - RECEIPT OF APPLICATION AND COMPLETE DOCUMENTS, AND RELEASE OF BUSINESS PERMIT:			
1. Submit the recommended approval of Application for Change of Business Address, official receipts and pertinent documents.	1.1. Receive and check recommended approval of Application for Change of Business Address and Complete Attachments / Documents (claim stub is released to the client on this step)	<b>Mayor's Permit Fee is based on the asset size and nature of business. Service fee is Php50.00 for Amendment of Business Permit. (paid at the City Treasurer's Office prior to this step)</b>	30 Minutes	Processing Section personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.2. Encode Notations and Print Business Permit	None	20 Minutes	EDP personnel Business Bureau (c/o Mrs. Helen Pore)
	1.3. Segregate Business permit and supporting documents	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.4. Review Business Permit	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
	1.5. Final Approve and Issue Business Permit	None	10 Minutes	Mrs. Maribel T. Paguican Licensing Officer



				IV (BB OIC), Business Bureau
2. Claim Business Permit at the Business Bureau office	2. Release Business permit and documents to the client	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
3. Sign Logbook	3. Request the client to sign in the logbook	None	6 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
<b>TOTAL:</b>		<b>Mayor's Permit Fee is based on the asset size and nature of business. Service fee is Php 50.00 for Amendment of Business Permit. (paid at the City Treasurer's Office prior to this step)</b>	<b>1 Hour and 56 Minutes</b>	



## F. Amendment of Business Permit (Additional Line of Business)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>PRE-ASSESSMENT</b>	<b>PRE-ASSESSMENT</b>			
<p>a) Submit pertinent documents.</p> <p>b) Receive order of payment.</p>	<p>a) Pre-assess Application for Additional Line of Business.</p> <p>b) Encode Application for Additional Line of Business (required documents are scanned during this process for approval by Regulatory Offices).</p> <p>c) Return the documents to the client and issue an order of payment to be paid at the City Treasurer's Office</p>	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
<p>c) Check the status of the application. If approved by ROs, proceed to Business Bureau for Encoding of additional details post application. If pending, comply with requirements. If denied, proceed to ROs denying the application for further information.</p> <p>d) Receive the documents for Process Proper with attached Recommended approval of Application for Additional Line of Business</p>	<p>d) Encode of additional details post application to the RO-approved Additional Line of Business (after approval of Regulatory Offices)</p> <p>e) Return the documents to the client for Process Proper with attached Recommended approval of Application for Additional Line of Business</p>	None	10 Minutes	EDP personnel Business Bureau (c/o Mrs. Helen Pore)





PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - SUBMISSION OF APPLICATION AND COMPLETE REQUIRED DOCUMENTS:	PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - RECEIPT OF APPLICATION AND COMPLETE DOCUMENTS, AND RELEASE OF BUSINESS PERMIT:			
1. Submit the recommended approval of Application for Additional Line of Business, official receipts and pertinent documents.	1.1. Receive and Check Application for Amendment of Business Permit for Additional Line of Business and Complete Attachments / Documents (claim stub is released to the client on this step)	<b>Mayor's Permit Fee is based on the asset size and nature of business. Service fee is Php50.00 for Amendment of Business Permit. (paid at the City Treasurer's Office prior to this step)</b>	30 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.2. Encode Notations and Print Business Permit	None	20 Minutes	EDP Personnel Business Bureau (c/o Mrs. Helen Pore)
	1.3. Segregate Business permit and supporting documents	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.4. Review Business Permit	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
	1.5. Final Approve and Issue Business Permit	None	10 Minutes	Mrs. Maribel T. Paguican Licensing Officer



				IV (BB OIC), Business Bureau
2. Claim Business Permit at the Business Bureau office	2. Release Business permit and documents to the client	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
3. Sign Logbook	3. Request the client to sign in the logbook	None	6 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
<b>TOTAL:</b>		<b>Mayor's Permit Fee is based on the asset size and nature of business. Service fee is Php50.00 for Amendment of Business Permit. (paid at the City Treasurer's Office prior to this step)</b>	<b>1 Hour and 56 Minutes</b>	



### G. Amendment of Business Permit (Transfer of Ownership)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>PRE-ASSESSMENT</b>	<b>PRE-ASSESSMENT</b>			
<p>a) Submit pertinent documents and filled-out application form (manual)</p> <p>b) Receive pertinent documents and filled-out application form (manual), application form for Transfer of Ownership (electro-mechanical), and order of payment to be paid at the City Treasurer's Office</p>	<p>a) Pre-assess Application for Transfer of Ownership.</p> <p>b) Verify and Encode Application for Transfer of Ownership.</p> <p>c) Return pertinent documents and filled-out application form to the client, print out application form for Transfer of Ownership (electro-mechanical), and issue an order of payment to be paid at the City Treasurer's Office</p>	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
<b>PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - SUBMISSION OF APPLICATION AND COMPLETE REQUIRED DOCUMENTS:</b>	<b>PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - RECEIPT OF APPLICATION AND COMPLETE DOCUMENTS, AND RELEASE OF BUSINESS PERMIT:</b>			
1. Submit Applications for Transfer of Ownership, official receipts and pertinent documents.	1.1. Receive Applications for Transfer of Ownership and Complete Attachments / Documents (claim stub is released to the client on this step)	Mayor's Permit Fee is based on the asset size and nature of business. Service fee is Php50.00 for Amendment	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)



		of Business Permit. (paid at the City Treasurer's Office prior to this step)		
	1.2. Check and Approve Application Forms for Transfer of Ownership	None	20 Minutes	Licensing Officer Business Bureau (See Annex A)
	1.3. Tag and Encode Amendments for Transfer of Ownership	None	20 Minutes	Mrs. Mary Ann M. Ador Records Section Head Business Bureau
	1.4. Encode Notations and Print Business Permit	None	10 Minutes	EDP personnel Business Bureau (c/o Mrs. Helen Pore)
	1.5. Segregate Business permit and supporting documents	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.6. Review Business Permit	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
	1.7. Final Approve and Issue Business Permit	None	10 Minutes	Mrs. Maribel T. Paguican Licensing Officer IV (BB OIC), Business Bureau
2. Claim Business Permit at the Business Bureau office	2. Release Business permit and documents to the client	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
3. Sign Logbook	3. Request the client to sign in the logbook	None	6 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)



	<b>TOTAL:</b> Mayor's Permit Fee is based on the asset size and nature of business. Service fee is Php50.00 for Amendment of Business Permit. (paid at the City Treasurer's Office prior to this step)	<b>1 Hour and 56 Minutes</b>	
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<b>H. Amendment of Business Permit (Change of Name and Correction of Business Name)</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>PRE-ASSESSMENT</b>	<b>PRE-ASSESSMENT</b>			
a) Submit pertinent documents  b) Receive pertinent documents and application form for Change of Name and / or Correction of Business Name, and order of payment to be paid at the City Treasurer's Office  c) In case of amendments requiring approval of Regulatory Offices and Agencies, proceed to the said offices and agencies, comply with their requirements, and seek approval to be manifested on the Application Form for Other Amendments	a) Pre-assess Application for Change of Name and / or Correction of Business Name  b) Verify and Encode Application for Change of Name and / or Correction of Business Name  c) Return pertinent documents, print out application form for Change of Name and / or Correction of Business Name, and issue an order of payment to be paid at the City Treasurer's Office	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
<b>PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - SUBMISSION OF APPLICATION AND COMPLETE REQUIRED DOCUMENTS:</b>	<b>PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - RECEIPT OF APPLICATION AND COMPLETE DOCUMENTS, AND RELEASE OF BUSINESS PERMIT:</b>			



1. Submit Applications for Change of Name and / or Correction of Business Name, official receipts and pertinent documents.	1.1. Receive Application for Change of Name and / or Correction of Business Name and Complete Attachments / Documents (claim stub is released to the client on this step)	Mayor's Permit Fee is based on the asset size and nature of business. Service fee is Php50.00 for Amendment of Business Permit. (paid at the City Treasurer's Office prior to this step)	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.2. Check and Approve Application Forms for Change of Name and / or Correction of Business Name	None	20 Minutes	Licensing Officer Business Bureau (See Annex A)
	1.3. Encode Amendments and Notations, and Print Business Permit	None	20 Minutes	EDP Personnel Business Bureau (c/o Mrs. Helen Pore)
	1.4. Segregate Business permit and supporting documents	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.5. Review Business Permit	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
	1.6. Final Approve and Issue Business Permit	None	10 Minutes	Mrs. Maribel T. Paguican Licensing Officer IV (BB OIC), Business Bureau
2. Claim Business Permit at the Business Bureau office	2. Release Business permit and documents to the client	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma.



				Elena Tabao)
3. Sign Logbook	3. Request the client to sign in the logbook	None	6 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
<b>TOTAL:</b>		<b>Mayor's Permit Fee is based on the asset size and nature of business. Service fee is Php50.00 for Amendment of Business Permit. (paid at the City Treasurer's Office prior to this step)</b>	<b>1 Hour and 46 Minutes</b>	





## I. Amendment of Business Permit (Partial Retirement)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>PRE-ASSESSMENT</b>	<b>PRE-ASSESSMENT</b>			
a) Submit pertinent documents	a) Pre-assess Application for Partial Retirement.	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
b) Receive pertinent documents and application form for Partial Retirement	b) Verify and Encode Application for Partial Retirement. c) Return pertinent documents and print out application form for Partial Retirement			
c) Proceed to the District Treasurer's Office for the approval of Partial Retirement				
<b>PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - SUBMISSION OF APPLICATION AND COMPLETE REQUIRED DOCUMENTS:</b>	<b>PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - RECEIPT OF APPLICATION AND COMPLETE DOCUMENTS, AND RELEASE OF BUSINESS PERMIT:</b>			
1. Submit Application for Partial Retirement, official receipts if applicable and pertinent documents.	1.1. Receive approved Applications for Partial Retirement and Complete Attachments / Documents (claim stub is released to the client on this step)	Mayor's Permit Fee is based on the asset size and nature of business. Service fee is Php50.00 for Amendment of	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)



		Business Permit. (paid at the City Treasurer's Office prior to this step)		
	1.2. Check and Approve Application for Partial Retirement	None	20 Minutes	Mrs. Mary Ann M. Ador Records Section Head Business Bureau
	1.3. Tag and Encode Partial Retirement	None	20 Minutes	Mrs. Mary Ann M. Ador Records Section Head Business Bureau
	1.4. Encode Notations and Print Business Permit	None	10 Minutes	EDP Personnel Business Bureau (c/o Mrs. Helen Pore)
	1.5. Segregate Business permit and supporting documents	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.6. Review Business Permit	None	10 Minutes	Licensing Officers Business Bureau (See Annex A)
	1.7. Final Approve and Issue Business Permit	None	10 Minutes	Mrs. Maribel T. Paguican Licensing Officer IV (BB OIC), Business Bureau
2. Claim Business Permit at the Business Bureau office	2. Release Business permit and documents to the client	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
3. Sign Logbook	3. Request the client to sign in the logbook	None	6 Minutes	Processing Section Personnel Business Bureau



				(c/o Mrs. Ma. Elena Tabao)
		<b>TOTAL:</b>	<b>Mayor's Permit Fee is based on the asset size and nature of business. Service fee is Php50.00 for Amendment of Business Permit. (paid at the City Treasurer's Office prior to this step)</b>	<b>1 Hour and 56 Minutes</b>



## J. Amendment of Business Permit (Other Amendments)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>PRE-ASSESSMENT</b>	<b>PRE-ASSESSMENT</b>			
a) Submit pertinent documents  b) Receive pertinent documents and application form for Other Amendments, and order of payment to be paid at the City Treasurer's Office  c) In case of amendments requiring approval of Regulatory Offices and Agencies, proceed to the said offices and agencies, comply with their requirements, and seek approval to be manifested on the Application Form for Other Amendments	a) Pre-assess Application for Other Amendments.  b) Verify and Encode Application for Other Amendments  c) Return pertinent documents, print out application form for Other Amendments, and issue an order of payment to be paid at the City Treasurer's Office	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
<b>PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - SUBMISSION OF APPLICATION AND COMPLETE REQUIRED DOCUMENTS:</b>	<b>PROCESS PROPER (UPON PAYMENT OF ALL FEES AND SUBMISSION OF COMPLETE DOCUMENTS) - RECEIPT OF APPLICATION AND COMPLETE DOCUMENTS, AND RELEASE OF BUSINESS PERMIT:</b>			
1. Submit Applications for Other Amendments, official receipts and pertinent documents.	1.1. Receive Application for Other Amendments and Complete Attachments /	Mayor's Permit Fee is based on the asset size	10 Minutes	Processing Section Personnel Business Bureau



	Documents (claim stub is released to the client on this step)	and nature of business. Service fee is Php50.00 for Amendment of Business Permit. (paid at the City Treasurer's Office prior to this step)		(c/o Mrs. Ma. Elena Tabao)
	1.2. Check and Approve Application Forms for Other Amendments	None	20 Minutes	Licensing Officer Business Bureau (See Annex A)
	1.3. Encode Amendments and Notations, and Print Business Permit	None	20 Minutes	EDP Personnel Business Bureau (c/o Mrs. Helen Pore)
	1.4. Segregate Business permit and supporting documents	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.5. Review Business Permit	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
	1.6. Final Approve and Issue Business Permit	None	10 Minutes	Mrs. Maribel T. Paguican Licensing Officer IV (BB OIC), Business Bureau
2. Claim Business Permit at the Business Bureau office	2. Release Business permit and documents to the client	None	10 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
3. Sign Logbook	3. Request the client to sign in the logbook	None	6 Minutes	Processing Section Personnel Business Bureau



				(c/o Mrs. Ma. Elena Tabao)
		<b>TOTAL: Mayor's Permit Fee is based on the asset size and nature of business. Service fee is Php50.00 for Amendment of Business Permit. (paid at the City Treasurer's Office prior to this step)</b>	<b>1 Hour and 46 Minutes</b>	



<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



## **Regulatory Fees (assessed and paid at the City Treasurer's Office):**

**ICAB FEE:** Php100.00 Flat rate for the first 10 units and additional Php10.00 for the succeeding units.

**OCCUPATIONAL PERMIT FEE:** Php125.00 per employee.

**BUILDING PERMIT FEE** : Fee varies on area size, minimum of Php120.00

**PLUMBING FEE:** Php60 per water closet,

**ELECTRICAL FEE:** Minimum of Php350.00, varies based on area size

**SIGNAGE FEE:** Minimum of Php300.00, varies based on signage size

**ELECTRONIC FEE:** Minimum of Php110.00, varies based on area size

**MECHANICAL FEE:** Minimum of Php110.00, varies based on area size (Php400.00 per Heavy Equipment Vehicle)

**HEALTH CERTIFICATE:** Php50.00 fixed

**LABORATORY FEE:** Php80.00 fixed

**SANITARY PERMIT:** Php200.00 fixed

**SANITARY INSPECTION:** Php200.00 per line of business

**CITY VET FIXED RATE:** Php150.00 per Meat Processing Location, Php500.00 per Meat Van

**SOLID WASTE:** Php500.00 fixed

**GARBAGE FEE:** Rate varies per area and business line

**OTHER FEES:** Please refer to the City Treasurer's Office

**BFP FEE:** 15% of all regulatory fees

**CTOO FEE: tourism related business activity** (Varies depending on the Business Line)





<b>REQUIRED DOCUMENTS FOR SPECIFIC BUSINESS LINES</b>	
<b>BUSINESS DESCRIPTION</b>	<b>REQUIRED DOCUMENTS</b>
AIRCRAFT COMPANIES	AIR OPERATOR CERTIFICATE
AIRPLANE OR AIRCRAFT	CIVIL AVIATION AUTHORITY OF THE PHILIPPINES CERTIFICATE OF REGISTRATION
ANIMAL HOSPITALS	PROFESSIONAL REGULATION COMMISSION LICENSE, PTR,
AUTOMOBILE REBUILDER	DEPARTMENT OF TRADE AND INDUSTRY ACCREDITATION, LAND TRANSPORTATION OFFICE AND HIGHWAY PATROL GROUP CERTIFICATES
BANKS	BANGKO SENTRAL NG PILIPINAS AUTHORITY TO OPERATE
BUILDING SPECIALTY ENGINEERING	PROFESSIONAL REGULATION COMMISSION LICENSE, PTR, PHILIPPINE CONTRACTORS' ACCREDITATION BOARD / CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES (CIAP) / DEPARTMENT OF TRADE AND INDUSTRY LICENSE
CASINO	SANGGUNIANG PANLUNGSOD RESOLUTION
COCKPITS	SANGGUNIANG PANLUNGSOD RESOLUTION
COSMETICS AND BEAUTY PRODUCTS	FOOD AND DRUG ADMINISTRATION LICENSE, CERTIFICATE OF PRODUCT REGISTRATION/NOTIFICATION
CUSTOMS BROKER	CUSTOMS BROKERS COMMISSION LICENSE
DEEP SEA FISHING	MARITIME INDUSTRY AUTHORITY CERTIFICATE OF VESSEL REGISTRY
DETERGENTS AND HOUSEHOLD CLEANING AGENTS	FOOD AND DRUG ADMINISTRATION LICENSE, CERTIFICATE OF PRODUCT REGISTRATION/NOTIFICATION
DIAGNOSTIC	PROFESSIONAL REGULATION COMMISSION LICENSE, PTR, FOOD AND DRUG ADMINISTRATION



	LICENSE
DRUGS AND MEDICINES, PHARMACY	FOOD AND DRUG ADMINISTRATION LICENSE, CERTIFICATE OF PRODUCT REGISTRATION/NOTIFICATION
ELECTRICAL AND POWER COMPANY	CONGRESSIONAL FRANCHISE, SANGGUNIANG PANLUNGSOD RESOLUTION
FERTILIZER	FPA LICENSE
FINANCIAL AND / OR LENDING INVESTORS	SECURITIES AND EXCHANGE COMMISSION CERTIFICATE OF AUTHORITY TO OPERATE A LENDING COMPANY (NO. 9474)
FOOD (PROCESSED, REPACKED, AND MANUFACTURED), COOKING OIL AND BEVERAGES	FOOD AND DRUG ADMINISTRATION LICENSE
FOOD SUPPLEMENTS	FOOD AND DRUG ADMINISTRATION LICENSE, CERTIFICATE OF PRODUCT REGISTRATION/NOTIFICATION
FOREST PRODUCTS	NOT ALLOWED
FRANCHISEES	FRANCHISE AGREEMENT
FRANCHISING INSTITUTIONS	DTI REGISTRATION
FUNERAL PARLOR	SANGGUNIANG PANLUNGSOD RESOLUTION, DEPARTMENT OF HEALTH TRAINING CERTIFICATE AND LICENSE OF UNDERTAKER AND EMBALMER
GASOLINE SERVICE REFILLING STATIONS	DEPARTMENT OF ENERGY CERTIFICATE OF COMPLIANCE
GASOLINE STATION, BUTANE, LPG, AND OTHER FUEL BUSINESSES	DEPARTMENT OF ENERGY CERTIFICATE OF COMPLIANCE / STANDARDS COMPLIANCE CERTIFICATE
INSURANCE, PRE-NEED COMPANIES, ADJUSTERS	PHILIPPINE INSURANCE COMMISSION CERTIFICATE OF AUTHORITY / FUTURE COMMODITY MERCHANT OR BROKERS LICENSE



INTERNET CAFE AND PISONET	INTERNET CAFE ACCREDITATION BOARD ACCREDITATION
LABORATORIES, THERAPEUTIC CLINICS	PROFESSIONAL REGULATION COMMISSION LICENSE, PTR, DEPARTMENT OF HEALTH CERTIFICATION
LEARNING INSTITUTION Basic Education	DEPARTMENT OF EDUCATION PERMIT TO OPERATE / RECOGNITION
LEARNING INSTITUTION Technical and Skills Training Center	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY ACCREDITATION
LEARNING INSTITUTION Tertiary and Graduate Education	COMMISSION ON HIGHER EDUCATION PERMIT TO OPERATE / RECOGNITION
LEGAL AND ACCOUNTING / AUDITING FIRM	PROFESSIONAL REGULATION COMMISSION LICENSE, PTR
LESSOR OF REAL ESTATE AND DWELLING PLACES / ACCOMODATION	TAX DECLARATION / BUILDING PERMIT
MANPOWER SERVICE, EMPLOYMENT AGENCY LOCAL	DEPARTMENT OF LABOR AND EMPLOYMENT LICENSE
MANPOWER SERVICE, EMPLOYMENT AGENCY OVERSEAS	PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION LICENSE
MARITIME TRANSPORTATION OF PASSENGERS AND GOODS, FISHING BOATS, ATER VESSELS, ETC.	MARITIME INDUSTRY AUTHORITY CERTIFICATE OF VESSEL REGISTRY
MEMORIAL PARKS AND PRIVATE CEMETERIES	SANGGUNIANG PANLUNGSOD RESOLUTION



MOBILE PHONE MANUFACTURER/WHOLESALE / DEALER / DISTRIBUTOR/RETAILER	NATIONAL TELECOMMUNICATIONS COMMISSION PERMIT
MOBILE PHONE REPAIR	NATIONAL TELECOMMUNICATIONS COMMISSION PERMIT
MONEY REMITTANCE SERVICES	BANGKO SENTRAL NG PILIPINAS AUTHORITY TO OPERATE
MOTORCYCLE RIDER	CONTRACT WITH FOOD DELIVERY FRANCHISE
PAWNSHOPS, MONEY SHOPS, AUTHORIZED DEALER IN FOREIGN CURRENCIES, MONEY REMMITANCE AGENTS	BANGKO SENTRAL NG PILIPINAS AUTHORITY TO OPERATE
PESTICIDE / INSECTICIDE / HERBICIDE	FOOD AND DRUG ADMINISTRATION LICENSE, CERTIFICATE OF PRODUCT REGISTRATION/NOTIFICATION, FPA LICENSE
POULTRY, DUCKERY, SLAUGHTER HOUSE, ANIMAL FACILITIES	BUREAU OF ANIMAL INDUSTRY CERTIFICATE OF REGISTRATION, NATIONAL MEAT INSPECTION SERVICE CERTIFICATE
PRIVATE HAULER / FORWARDER (MARITIME)	PHILIPPINE SHIPPERS BUREAU ACCREDITATION FOR SEA FREIGHT FORWARDERS
PRIVATE HOSPITALS, MEDICAL CLINICS	PROFESSIONAL REGULATION COMMISSION LICENSE, PTR, DEPARTMENT OF HEALTH LICENSE
PRIVATE PORT	PHILIPPINE PORTS AUTHORITY
PRIVATE SECURITY AND DETECTIVE AGENCY	PHILIPPINE NATIONAL POLICE / PSCUCIA PERMIT
PUBLIC MARKET, PASALUBONG CENTER AND DAVAO CITY OVERLAND TRANSPORT TERMINAL STALL HOLDER	STALL CERTIFICATES FROM THE CITY TREASURER'S OFFICE AND THE CITY ECONOMIC ENTERPRISE
PUBLIC TRANSPORTATION UNDER LTRFB SUCH AS PUJS, TAXIS, CAR-FOR-HIRE, BUSES, ETC.,	OR/CR, LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD FRANCHISE



RACE TRACK, COLISSEUM, OR SIMILAR ESTABLISHMENTS	SANGGUNIANG PANLUNGSOD ORDINANCE / CITY DEVELOPMENT COUNCIL APPROVAL
RADIO STATION	NTC LICENSE TO OPERATE
REAL ESTATE BROKERS	PROFESSIONAL REGULATION COMMISSION LICENSE, PTR
REAL ESTATE DEALERS	HLURB / DHSUD CERTIFICATE OF REGISTRATION
REHABILITATION CENTERS	PROFESSIONAL REGULATION COMMISSION LICENSE, PTR, DEPARTMENT OF HEALTH CERTIFICATION
SAND AND GRAVEL, CONCESSIONAIRE, MINING	IF LESS THAN 5 HECTARES, COMMERCIAL SAND AND GRAVEL PERMIT. IF MORE THAN 5 HECTARES, MINES AND GEO SCIENCES BUREAU / INDUSTRIAL SAND AND GRAVEL/ EARTH FILL PERMIT
SAUNA BATHS, MASSAGE CLINICS	CERTIFICATE OF REGISTRATION (COR) AND LICENSE FOR MASSAGE THERAPISTS ISSUED BY THE DEPARTMENT OF HEALTH (DOH) COMMITTEE OF EXAMINERS FOR MASSAGE THERAPY (CEMT) / NC II, LICENSE TO OPERATE FROM CEMT
SAVINGS AND LOAN ASSOCIATIONS	BANGKO SENTRAL NG PILIPINAS AUTHORITY TO OPERATE
SECOND HAND / SURPLUS VEHICLES	LAND TRANSPORTATION OFFICE AND HIGHWAY PATROL GROUP CERTIFICATES
SHIPPING YARD	MARITIME INDUSTRY AUTHORITY CERTIFICATE OF REGISTRATION
SUBDIVISION DEVELOPER	HLURB / DHSUD CERTIFICATE OF REGISTRATION AND SANGGUNIANG PANLUNGSOD RESOLUTION
Technical and Skills Training Center	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY ACCREDITATION
TELEPHONE COMPANY	NTC LICENSE TO OPERATE
TELEVISION STATIONS	CONGRESSIONAL FRANCHISE, SANGGUNIANG PANLUNGSOD RESOLUTION



TERMINAL GARAGE FOR PUBLIC UTILITY VEHICLES	TRAFFIC MANAGEMENT AND CONTROL BOARD / DAVAO CITY OVERLAND TRANSPORT TERMINAL / LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD PERMIT EXCEPT FOR TRICYCLES, CITY TRICYCLE AND FRANCHISING REGULATORY BOARD (CTFRB) PERMIT SUBJECT TO SANGGUNIANG PANLUNGSOD APPROCVALFOR TRICYCLES
TOYS AND CHILDCARE ARTICLES	FOOD AND DRUG ADMINISTRATION LICENSE, CERTIFICATE OF PRODUCT REGISTRATION/NOTIFICATION
TRANSLOADING SERVICES / PRIVATE HAULER / FORWARDED (GROUND BASED)	OR/CR, LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD FRANCHISE
VEHICLES USED FOR BUSINESS	OR / CR
VIDEO RENTAL SERVICES	OPTICAL MEDIA BOARD REGISTRATION
WATER COMPANES	SANGGUNIANG PANLUNGSOD RESOLUTION, CONGRESSIONAL FRANCHISE
X-RAY, RADIOACTIVE AND HAZARDOUS SUBSTANCES	FOOD AND DRUG ADMINISTRATION LICENSE



<b>2. Special Permit</b>	
<p>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</p> <p>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</p>	
<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; G2B – 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>CHECKLIST OF REQUIREMENT</b>	<b>WHERE TO SECURE</b>
<b>GENERAL REQUIREMENTS</b>	
1. Certification from Public Safety and Security Command Center and City Tourism Operations Office/ Davao City Sports Development Division	Public Safety and Security Command Center and City Tourism Operations Office/ Davao City Sports Development Division
2. Business Permit (private agency) (organizer)	Business Bureau
3. Security Clearance from Public Safety and Security Office or Certification from City Tourism Office / Davao City Sports and Development Division	Public Safety and Security Office or Certification from City Tourism Office / Davao City Sports and Development Division



4. Affidavit of Undertaking to strictly follow recommendations.	Client
<b>CONCERTS, SHOWS OR EVENTS IN OPEN AREAS</b>	
1. Barangay Resolution	Barangay Hall
<b>MAHJONG</b>	
1. Barangay Clearance	Barangay Hall
2. Cedula	City Treasurer's Office
<b>RECRUITMENT ACTIVITY FOR RECRUITER AND/OR RECRUITMENT AGENCIES NOT BASED IN DAVAO CITY</b>	
1. Certificate of Good Standing (1 original)	(From Department of Labor and Employment for Local and Philippine Overseas Employment Administration for Overseas)
2. Job Order Balances Report duly authenticated by POEA, if overseas (1 original and 1 photocopy)	Philippine Overseas Employment Administration
3. No Objection Certificate (1 original) from PESO or Almendras Gym	Public Employment Service Office / Almendras Gym
4. Special Recruitment Authority for Overseas (POEA)	Philippine Overseas Employment Administration
<b>ACTIVITIES REQUIRING ROAD CLOSURES</b>	
1. Sangguniang Panlungsod Ordinance (1 original)	Sangguniang Panlungsod
<b>COCKFIGHT/DERBY</b>	
1. Business Permit of Cockpit (1 photocopy)	Business Bureau
2. SP Ordinance (1 original)	Sangguniang Panlungsod





<b>BARANGAY EVENTS</b>				
1. Barangay Resolution (1 original)		Barangay Hall		
<b>EXHIBITS</b>				
1. Detailed Plan/Floor Plan		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Pre-Assessment:  A. Client Application Business Bureau  a) Client may login to <a href="https://specialpermit.davaocity.gov.ph/">https://specialpermit.davaocity.gov.ph/</a> and select Create Application  b) Update his/her contact info: i. Requestor's Name; ii. Transacting Person; iii. Cellphone Number; iv. E-mail Address; v. Company / Organization's Name; vi. Requestor's Position in the Company / Organization; vii. Company/ Organization's Address; and viii. Title or Name	Pre-Assessment:  A. Employee In-Charge shall pre-assess the correctness and completeness of the application. If completed, he / she shall tag for "approval", indicate the amount to be paid and the application shall then be routed electronically for regulatory offices' approval or disapproval. Once approved, the client shall receive an SMS or e-mail that the application is ready for payment to the City Treasurer's	See schedule of fees below (to be paid to the City Treasurer's Office)	20 Minutes	Licensing Officer I / SMP Personnel, Business Bureau and Regulatory Offices (c/o Mr. Marco A. Maglana)



<p>of the Event.</p> <p>c) Upload required documents (see list below)</p> <p>B. Payment</p> <p>a) Payment can be made through <a href="https://specialpermit.davaocity.gov.ph/">https://specialpermit.davaocity.gov.ph/</a> and select Online Payment or proceed to CTO for payment as alternative option</p> <p>b) Select desired Bank and pay online.</p> <p>c) Wait for SMS indicating approval of Special Permit Application.</p>	<p>Office.</p> <p>Otherwise, the application will be “denied” and the client will receive notification via SMS or e-mail. The client may also request for cancellation to which the Employee In-Charge shall tag the application “cancel”.</p>			
<p>Process Proper:</p> <p>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</p>	<p>Process Proper:</p> <p>1.1. Business Bureau Employee shall check the special permit portal for paid applications, check the receipts and uploaded documents, encode event details and tag “For</p>	<p>None</p>	<p>30 Minutes</p>	<p>Licensing Officer I / SMP Personnel, Business Bureau (c/o Mr. Marco A. Maglana)</p>



<p>proceed to the link automatically sent by the Online Special Permit System through e-mail or SMS, download and print the Special Permit.</p>	<p>Supervisor's Approval" (or cancel upon request of client).</p>			
	<p>1.2 Supervisor Approves the Special Permit online (Final Approval)</p>	<p>None</p>	<p>20 Minutes</p>	<p>Mrs. Maribel T. Paguican Business Bureau Chief</p>
<p><b>TOTAL:</b></p>		<p><b>Refer to Schedule of fees below</b></p>	<p><b>1 Hour and 10 Minutes</b></p>	



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

1. Specific requirements:
  - 1.1. Barangay Resolution for concerts, shows or events in open areas (1 original copy)
  - 1.2. Barangay Clearance and cedula for Mahjong (1 original copy each)
  - 1.3. Recruitment Activity for recruiter and/or recruitment agencies not based in Davao City:
    - 1.3.1. Certificate of Good Standing (1 original copy) - (From DOLE for local and POEA for overseas)
    - 1.3.2. Job Order Balances Report duly authenticated by POEA, if overseas (1 original copy and 1 photocopy)
    - 1.3.3. No Objection Certificate (1 copy original) from PESO or Almendras Gym
    - 1.3.4. Special Recruitment Authority for overseas (POEA)
2. Sangguniang Panlungsod Ordinance for Road Closures (1 original)
3. Cockfight/Derby:
  - 3.1.1. Business Permit of Cockpit (1 photocopy)
  - 3.1.2. SP Ordinance (1 original copy)
4. Barangay Resolution for barangay events (1 original)
5. Certification from Public Safety and Security Command Center and City Tourism Operations Office/ Davao City Sports Development Division
6. Business Permit (private agency) (organizer)
7. Detailed Plan/Floor Plan (For Exhibits)
8. Security Clearance from Public Safety and Security Office or Certification from City Tourism Office / Davao City Sports and Development Division
9. Affidavit of Undertaking to strictly follow recommendations.



## SCHEDULE OF FEES

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

**Recorrída** - Php150/Day

**Sampling** - Php300/Day

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

**Blockscreening/Moviescreening** - Php500/Day

**Procession** - Php0.00

**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 – Php300 per Day per stall
- ✧ Non-selling Display exhibitors – Php150 per Day per stall

### **Recruitment:**

- ✧ Overseas - Php1,000 per Schedule
- ✧ Local - Php1,200 per Schedule



**Seasonal vendors during special occasions such as Araw ng Dabaw, Kadayawan Festival, City Fiesta, and other celebrations or similar occasions - 400.00 if applicable**

**Cockfighting:**

Special Cockfights (Pintakasi)

- ✧ First three (3) days – Php3,000.00
- ✧ Succeeding days – Php2,000.00 / day

Special Derby Assessment for Promoters of:

- ✧ Two-Cock Derby – Php2,000.00
- ✧ Three-Cock Derby – Php4,000.00
- ✧ Four-Cock Derby – Php7,000.00
- ✧ Five-Cock Derby – Php8,000.00
- ✧ More than Five-Cock Derby – Php18,000.00



### 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.

CHECKLIST OF REQUIREMENT	WHERE TO SECURE
1. Application Form	Business Bureau Office, Window 1 or at the Public Assistance Desk
2. Certificate of Employment	Applicant
3. Official Receipt (for service crew)	City Treasurer's Office
4. Affidavit of Consent for minors (below 18 years old). In cases of Night Clubs and related establishments and similar places of amusement, affidavit of consent for ages 18 to 20 years old.	Applicant, notarized by any Notary Public
5. Additional Requirements for Entertainers, Masseurs, Bar Attendants:	
a. Birth Certificate	Philippine Statistics Authority
b. Valid ID of parent or qualified guardian for parent's consent with appearance	Any Notary public
c. Health ID	Health ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PRE-ASSESSMENT:  A. Request for Order of Payment, application form (walk-in applicants only) and checklist of requirements to applicant, and pay the amount specified in the order of payment to the City	PRE-ASSESSMENT:  A. Give application form (walk-in applicants only), checklist of requirements (also provided online), and Order of	Php 125.00 for new and updated renewal; Php156.25 for late renewal to	5 Minutes (Online and Onsite)	Mrs. Mabel Grace E. Ravina  Occupational Permit Section Head  Business Bureau



Treasurer's Office	Payment	(Payment to the City Treasurer's Office)		
<p>1. PROCESS PROPER:</p> <p>1.1. Duly fill-out application form and submit required documents including official receipt (walk-in) or Login to <a href="https://occupationalpermit.davaocity.gov.ph/">https://occupationalpermit.davaocity.gov.ph/</a>, select Create Application for New or Occupational Permit Renewal for Renewal, Fill out Online Application Form and upload the required documents enumerated in the checklist.</p> <p>1.1.1. If the applicant is an entertainer, masseur, or bar attendant 18-20 years old, or the applicant is below 18 years old, he or she must present himself/herself for an interview.</p>	<p>1. PROCESS PROPER:</p> <p>1.1. Receive application form and supporting documents including official receipt, and verify applicant information.</p> <p>1.1.1. Conduct interviews if the applicant is an entertainer, masseur, or bar attendant 18-20 years old, or the applicant is below 18 years old.</p>	None	14 Minutes (Online and Onsite)	<p>Mrs. Mabel Grace E. Ravina</p> <p>Occupational Permit Section Head and Occupational Permit Personnel Business Bureau</p>





<p>2. Receive Occupational Permit / Denied Application</p> <p>2.1. If application is approved, 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 for online applicants. Physically claim hard copy of Occupational Permit for walk-in applicants.</p> <p>2.2. In case of denial, receive returned documents and denied application form, and reapply.</p>	<p>2. Approve and release or deny application.</p> <p>2.1. If approved, Online Occupational Permits are digitally signed and ready for download. Print, sign, and release hard copy of Occupational Permits in case of walk-in applicants.</p> <p>2.2. If denied, return submitted documents and ask applicant to reapply.</p>	<p>None</p>	<p>14 Minutes (Online and Onsite)</p>	<p>Mrs. Mabel Grace E. Ravina Occupational Permit Section Head and Occupational Permit Personnel Business Bureau</p>
<p><b>TOTAL:</b></p>		<p><b>Php125 for new and updated renewal; Php 156.25 for late renewal</b></p>	<p><b>33 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 (Certification, Certified True Copy and Master List without modified parameters and formats), Highly Technical (Master List requiring technical parameters and format modification)			
<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)		Applicant, notarized by any Notary Public		
3. Partnership Resolution indicating the reason and authorized representative for Partnership (1 original)		Applicant, notarized by any Notary Public		
4. Secretary's Certificate indicating the reason and the authorized representative. (1 original)		Applicant, notarized by any Notary Public		
5. Valid I.D. of the requisitioner (1 photocopy)		Applicant		
6. Data Use Privacy Agreement, if applicable		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	1. Checks the required documents and Issues Order of Payment to be paid	Php50.00 for certification  Php100.00		



receive Order of Payment to be paid to the City Treasurer's Office	to the City Treasurer's Office.	for Certified True Copy, P35.00 for every additional Copy P50.00 + P20.00 per page for Master-lists	3 Minutes	Records Staff Business Bureau (c/o Mrs. Mary Ann M. Ador)
2. Submits Official Receipt, Order of Payment, and pertinent documents	2. Receives Official Receipt, Order of Payment, and pertinent documents	None	3 Minutes	Records/ EDP Personnel Business Bureau (c/o Mrs. Mary Ann M. Ador for Records and Mrs. Helen C. Pore for EDP)
3. Receives Certificate or Certified True Copy	3.1. Verifies Record / Generates Master List Data	None	4 Minutes	
	3.2 Prepares Certification / Certified True Copy / Master List	None	30 Minutes (+2 Days for Master List without modified parameters and format and +13 Days with modified parameters and format)	
	3.3 Records Section Chief (for CTC) or OIC (for the Certification and Master List) affixes signature to the document.	None	4 Minutes	Mrs. Mary Ann M. Ador - Records Section Head or Mrs. Maribel T. Paguican - OIC – Business Bureau / Licensing Officer IV Business Bureau
	3.4 Process Staff / EDP Staff / Record	None	3 Minutes	Process Personnel/



	Staff (Job Order) - Business Bureau releases the Documents			EDP Personnel Business Bureau (c/o Ma. Elena Tabao or Helen Pore)
<b>TOTAL:</b>		<b>Php50.00 for certification</b>  <b>Php100.00 for Certified True Copy (Plus P35.00 for every additional Copy)</b>  <b>P50.00 + P20.00 per page for Master Lists</b>	<b>47 Minutes (+2 Days for Master List without format modification and +13 Days with format modification)</b>	



<b>5. Full Retirement of Business Permit</b>				
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>	Simple			
<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 effective date of retirement if Single Proprietorship. (1 original)		Applicant, notarized by any Notary Public		
3. Partnership Resolution duly signed by all the Partners stating the reason, effective date of retirement and the authorized representative indicated therein if Partnership. (1 original)		Applicant, notarized by any Notary Public		
4. Board Resolution or Secretary's Certificate stating the reason and effective date of retirement, the authorized represented indicated therein if other forms of ownership (1 original)		Applicant, notarized by any Notary Public		
5. Valid I.D. of the authorized representative, if newly designated (1 photocopy)		Applicant		
6. Special Power of Attorney for Single Proprietorship if represented (1 original)		Any Notary Public / Applicant		
7. Business Identification Plate		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO</b>	<b>PROCESSING</b>	<b>PERSON</b>



		<b>BE PAID</b>	<b>TIME</b>	<b>RESPONSIBLE</b>
A. PRE-ASSESSMENT:  a) Submit requirements for pre-assessment.	A. PRE-ASSESSMENT:  a) Pre-assess the client's pertinent documents and validate the details on the Affidavit of Retirement / Secretary's Certificate / Board Resolution / Partnership Resolution such as the Effective Date of Retirement and the reason for the retirement.	None	10 Minutes	Licensing Officer Business Bureau (See Annex A)
b) Receive and sign application for retirement and proceed to the City Treasurer's Office for assessment of dues and approval for the retirement of Business Permit.	b) Print and sign the application for retirement to be assessed for dues and approved by the City Treasurer's Office			
<b>PROCESS PROPER</b>	<b>PROCESS PROPER</b>			
1. Submit recommended approved application for retirement and Business Identification Plate and receive claim stub.	1.1. Receives O.R, business plate, application for retirement and other attached documents.	None	5 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.2. Issue Claim Stub	None	5 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
	1.3. Checks	None	10 Minutes	Elizabeth T. Ulac



	application form and pertinent documents and approve the application for retirement			Licensing Officer/ Paul T. Perez Assistant Head Business Bureau
	1.4. Segregate the office file and applicant's copy	None	10 Minutes	Records Section Personnel Business Bureau (c/o Mrs. Mary Ann M. Ador)
	1.5. Tag and print the RETIRED annotation	None	1 Hour	Records Section Head Business Bureau (c/o Mrs. Mary Ann M. Ador)
2. Receive the retired business permit and other applicant's copy of required documents.	2. Processing Staff receives claim stub and releases the retired business permit and other applicant's copy of required documents	None	5 Minutes	Processing Section Personnel Business Bureau (c/o Mrs. Ma. Elena Tabao)
<b>TOTAL:</b>			<b>1 Hour and 45 Minutes</b>	
		<b>Tax Obligation based on gross sales.</b>		
		<b>Late filing fee for application filed more than 30 days from cessation</b>		
		<b>=P1,000 to P5,000</b>		



## 6. Cancellation of Business Permit

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
<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)		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)		Applicant, notarized by 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)		Applicant, notarized by 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)		Applicant, notarized by 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</b>	<b>PROCESSING</b>	<b>PERSON</b>
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		<b>BE PAID</b>	<b>TIME</b>	<b>RESPONSIBLE</b>
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.	None	5 Minutes	EDP Head - Business Bureau (Window 8 or 9) (c/o Mrs. Helen C. Pore)
	1.2 Business Bureau OIC approves application for Cancellation of Business Permit.			Mrs. Maribel T. Paguican Business Bureau OIC
	1.3 EDP Head Endorses application form to the City Treasurer's Office for proper treatment.			EDP Head - Business Bureau (Window 8 or 9) (c/o Mrs. Helen C. Pore)
2. Client waits for further notice.	2.1 LTOO IV - CTO District Recommends cancellation or retirement of Business Permit Application.	None	2 Hours	Local Treasury Operations Officer IV – District Treasurer's Office
	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			Local Treasury Operations Officer IV – District Treasurer



	advised to process the transaction under the Retirement of Business Permit service.			
3. Client receives approval or disapproval of cancellation	3. EDP Head Endorses application form and required documents to the City Information Technology Center	None	5 Hours	EDP Head - Business Bureau (Window 8 or 9) (c/o Mrs. Helen C. Pore)
4. If approved to be canceled, Client claims duly canceled application and other documents	4. CITC Employee Cancels Business Permit record from the database and returns the attached documents and application form copy to Business Bureau.			CITC Employee
5. If recommended for retirement, receive application and other documents for re-processing application under retirement service	5. 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.			EDP Head - Business Bureau (Window 8 or 9) (c/o Mrs. Helen C. Pore)
<b>TOTAL:</b>		<b>None</b>	<b>7 Hours and 5 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 (Regular), Complex (Complaint), Highly Technical (ICAB Accreditation)
<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
<b>Regular</b>	
No requirement needed (Regular)	None
<b>Complaint</b>	
1. Letter of complaint (2 copies)	Complainant
2. Sketch (1 copy)	Complainant
<b>ICAB</b>	
1. Letter Request for Inspection (1 original and 1 duplicate copy)	Applicant
2. Duly filled-out application form for New Business Permit (1 photocopy)	Applicant, notarized by any Notary Public
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
Internet Service Provider (ISP Contract, Certification or Current Receipt of Payment)	Applicant
Half-closed cubicle with not more than 5 feet from the floor (Internet Cafe only)	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</li> </ul> </li> </ul>	Applicant



to 6:00 AM Students are not allowed to play games beyond 9:00 PM during prescribed hours.				
System for blocking or filtering access to pornographic sites/contents		Applicant		
Webcams permanently fixed (Internet Cafe only)		Applicant		
No selling and consumption of intoxicating drinks and cigarettes within the premises		Applicant		
Copy of ICAB ordinances (227-04, 0387-12 and 0270-15), as amended.		Business Bureau, Licensing Officer I		
Headphones (Internet Cafe only)		Applicant		
Urinal for 30 units and below and separate male and female CRs for 31 units and above (Internet Cafe only)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File the letter of complaint / Submit letter of request for inspection, sketch map, and photocopy	1. Receive letter complaint/request for ICAB accreditation and other pertinent documents:	None	3 Minutes	Receiving of Communications Personnel (c/o Ma. Elena Tabao)
2. Receive copy of complaint / application	2. Give received copy to complainant / applicant	None	2 Minutes	
3. Wait for scheduled inspection	3.1 Route the complaint / request for inspection	None	1 Hour	
	3.2 Assign the complaint/request to the Inspection Team	None	1 Hour	Mrs. Maribel T. Paguican Licensing Officer IV - Business Bureau
4. Receive Inspection Report/ 1 <sup>st</sup> Notice of Violation/ICAB Accreditation	4. Conduct Ocular Inspection and issue Inspection Report as proof of inspection (no violation) or 1 <sup>st</sup> Notice (with violation) and ICAB Accreditation with Order of Payment for Accreditation if compliant	None	2 Days	Licensing Officer with massive inspectors (See Annex A)
* For Internet Café				



and Pisonet Owners: 5. Proceed to City Treasurer's Office for ICAB Accreditation fee	5. Receive Payment and Order of Payment and Release Official Receipt	PHP100.00 for the first 10 units and PHP10.00 for every unit	10 Minutes (May be done on the same day Internet Accreditation is received depending on the will of the applicant)	Local Revenue Collection Officer - City Treasurer's Office
6. Submit ICAB O.R. prior to printing of Business Permit	6.1 Endorse copy to appropriate regulatory offices or agencies if applicable	None	4 Hours from ocular inspection, if applicable	Licensing Officer with massive inspectors (See Annex A)
	6.2 Issue 2 <sup>nd</sup> and Final Notice with Cease-and-Desist Order recommended if violations are not complied upon re-inspection	None	3 Days (After 1 <sup>st</sup> inspection as the case may be)	
	6.3 Serve and Issue Closure Order if still no compliance made after 2 <sup>nd</sup> and Final Notice	None	1 Day (After 2 <sup>nd</sup> and final inspection as the case may be) or 5 Hours from receipt of recommendation from regulatory offices with no error as the case may be	Licensing Officer with massive inspectors (See Annex A)
	6.4 Lock physically erring establishment			
	6.5 In cases where there are violations that incur penalties, issue notice of violation and Order of Payment for the Violation	None	(If applicable. May be done during inspection)	
	6.6 Receive Order of Payment and payment and issue Official Receipt for violation	Depending on the Violation	10 Minutes (as the case may be)	Local Revenue Collection Officer - City Treasurer's Office



7. Receive the result of inspection.	7. Furnish complainant the result of inspection as per request (for complaint).	None	4 Hours from ocular inspection if request by the complainant	Licensing Officer with massive inspectors (See Annex A)
<b>TOTAL:</b>		<b>ICAB:</b> <b>Php100.00 for the first 10 units and Php10.00 for every unit in excess of 10 units.</b>  <b>Violation:</b> <b>Depending on Violation</b>	<b>2 Days, 2 Hours and 5 Minutes (+10 Minutes for payment of ICAB fees and penalties for violation, if applicable). (+ 4 Hours for the endorsement of copy to appropriate regulatory offices and furnishing to the complainant the result of inspection as the case may be). (+ 3 Days in the case of 2<sup>nd</sup> and Final Inspection). (+ 1 Day after 2<sup>nd</sup> and Final Inspection in the case of the Issuance of Closure Order).</b>  <b>5 Hours from receipt of recommendation from regulatory offices with</b>	



		<p><b>no error as the case may be (special case requiring immediate closure, + 4 Hours for the endorsement of copy to appropriate regulatory offices and furnishing to the complainant the result of inspection as the case may be)</b></p>	
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## ANNEX A

# LIST OF LICENSING OFFICERS

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|------------------------------|---|
| 1. Maribel T. Paguican       | - Licensing Officer IV -Officer-In-charge |
| 2. Paul T. Perez             | - Licensing Officer III -Asst. Head       |
| 3. Helen Pore                | - Local Treasury Officer II               |
| 4. Delmar Jake Hamoy         | - Licensing Officer I                     |
| 5. Maria Elena Orzales       | - Licensing Officer I                     |
| 6. Jayquiel Balite           | - Licensing Officer I                     |
| 7. Neil Michael Galaura      | - Licensing Officer I                     |
| 8. Marco Maglana             | - Licensing Officer I                     |
| 9. Ma. Rose Adoracion Japson | - Licensing Officer I                     |
| 10. Elizabeth Ulac           | - Licensing Officer I                     |
| 11. Dionisio Enfestan Jr.    | - Licensing Officer I                     |
| 12. Karen Angelica Lintapan  | - Licensing Officer I                     |