



BUSINESS PROCESSING AND LICENSING OFFICE (BPLO)
2nd Floor, City Hall Annex Building, Tabaco City

RE-ENGINEERED BUSINESS PROCESSING (ONLINE AND ONSITE)

SERVICE	STEPS	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
ONSITE APPLICATION FOR BUSINESS PERMITS (NEW) INCLUDING SHARED PASSIVE TELECOMMUNICATION TOWER INFRASTRUCTURE (PTTI)	1 Submission of duly accomplished application form and documentary requirements.	1-3 days	<ol style="list-style-type: none"> 1. Proof of Business Registration: DTI for Single Proprietorship, SEC Registration for Juridical Entities (Corporation, Partnership, Association, Organization, CDA Registration for Cooperatives) 2. Occupancy Permit 3. Lease Contract if place of business is rented 4. Capitalization-basis for the computation of taxes 5. Official Receipt of Payment <i>*Mandatory Requirements based on JMC31, s. 2016</i> 	Purisima Sarah Joers Mylene Nebres	Refer to Ordinance No. 020-2018	G2B	Simple
	2 One-Time Assessment and Payment of Fees, other charges, business tax, Barangay Business Clearance and BFP						
	3 Release of Business Permit, Barangay Business Clearance, Business Plate and Sticker						

ONLINE APPLICATION FOR BUSINESS PERMITS (NEW) INCLUDING SHARED PASSIVE TELECOMMUNICATION TOWER INFRASTRUCTURE (PTTI)	1	Submission of duly accomplished application form and documentary requirements at bplutabacocity@gmail.com / Online Assessment of fees and other charges and business tax	1-3days	<ol style="list-style-type: none"> 1. E-copies of Proof of Business Registration: DTI for Single Proprietorship, SEC Registration for Juridical Entities (Corporation, Partnership, Association, Organization, CDA Registration for Cooperatives) 2. E-copy of Occupancy Permit 3. E-Copy of Lease Contract if place of business is rented 4. E-Copy of Capitalization-basis for the computation of taxes 5. Official Receipt of Payment *Mandatory Requirements based on JMC31, s. 2016 	Purisima Sarah Joers Mylene Nebres	Refer to Ordinance No. 020-2018	G2B	Simple
	2	One-Time Assessment and Payment of Fees, other charges, business tax, Barangay Business Clearance and BFP						
	3	Release of Permit		Socrates Bongat Jeslie Cerillo Gregorio Bola				

ONSITE APPLICATION FOR BUSINESS PERMITS (RENEW) INCLUDING SHARED PASSIVE TELECOMMUNICATION TOWER INFRASTRUCTURE (PTTI)	1	Submission of duly accomplished application form and documentary requirements.	1 day	1. Lease Contract (if applicable) 2. Gross Receipt-basis for the computation of taxes 3. Official Receipt of Payment <i>*Mandatory Requirements based on JMC31, s. 2016</i>	Purisima Sarah Joers	Refer to Ordinance No. 020-2018	G2B	Simple
	2	One-Time Assessment and Payment of Fees, other charges, business tax, Barangay Business Clearance and BFP			Mylene Nebres			
	3	Release of Business Permit, Barangay Business Clearance, and Sticker			Sharmaine Kaye Rayala			
ONLINE APPLICATION FOR BUSINESS PERMITS (RENEW) INCLUDING SHARED PASSIVE TELECOMMUNICATION TOWER INFRASTRUCTURE (PTTI)	1	Submission of duly accomplished application form and documentary requirements at bplutabacocity@gmail.com / Online Assessment of fees and other charges and business tax	1-3days	1. E-Copy of Lease Contract (if applicable) 2. E-Copy of Gross receipt-basis for the computation of taxes 3. Official Receipt of Payment *Mandatory Requirements based on JMC31, s. 2016	Purisima Sarah Joers Mylene Nebres	Refer to Ordinance No. 020-2018	G2B	Simple
	2	One-Time Assessment and Payment of Fees, other charges, business tax, Barangay Business Clearance and BFP						
	3	Release of Permit			Gregorio Bola Socrates Bongat Jeslie Cerillo			

APPLICATION FOR CERTIFIED TRUE COPY OF BUSINESS PERMIT	1	Submission of Letter Request indicating the purpose and number of copies	1 day	1. Request Letter 2. Photocopy of Business Permit 3. Official receipt of Payment	Purisima Sarah Joers	Php 100.00/copy	G2B	Simple
	2	Payment of fee at the City Treasurer's Office						
	3	Release of Certified True Copy of Business Permit						
APPLICATION FOR ADDITIONAL LINE OF BUSINESS	1	Enrollment of the New Line of Business at the CPDO.	2 day	1. Accomplished application form indicating the line of business that will be added. 2. Copy of the existing business permit. 3. Official Receipt.	Purisima Sarah Joers	Refer to Ordinance No. 020-2018	G2B	Simple
	2	Payment at the City Treasurer's Office.						
	3	Release of Permit						
APPLICATION FOR ADDITIONAL LINE OF BUSINESS (IN CASE OF ADDITIONAL CHANGE OF AREA)	1	Enrollment of the New Line of Business at the CPDO.	1 day	1. Accomplished application form indicating the line of business that will be added. 2. Copy of the existing business permit. 3. Official Receipt.	Purisima Sarah Joers	Refer to Ordinance No. 020-2018	G2B	Simple
	2	Payment at the City Treasurer's Office.						
	3	Release of Permit						
REQUEST FOR CERTIFICATION OF BUSINESS STATUS	1	Submission of Letter Request indicating the purpose.	1 day	1. Request Letter 2. Official receipt of Payment	Purisima Sarah Joers	Php 100.00/copy	G2B	Simple

	2	Payment of fee at the City Treasurer's Office						
	3	Release of Certification of Business record						
CERTIFICATION OF BUSINESS CLOSURE	1	Submission of Letter Request for Retiring Business	1 day	<ol style="list-style-type: none"> 1. Letter Request 2. Original Copy of Last Permit Issued 3. Official Receipt for Graduated Fixed Tax and Certification Fee 4. Documentary Stamp. 	Purisima Sarah Joers	Certification Fee - Php 100.00/copy Doc Stamp - Php 30.00	G2B	Simple
	2	Payment for graduated fixed tax and Certification Fee.						
	3	Release of Certification of Business Closure.						
APPLICATION FOR TRANSFER OF LOCATION/BUSINESS ADDRESS	1	Submission of duly accomplished application form and documentary requirements.	1-3 days	<ol style="list-style-type: none"> 1. Accomplished Application Form 2. Letter Request of Transfer of Business Address 3. Occupancy Permit 4. Lease Contract if place of business is rented 5. Health and Sanitary Permit 6. FSIC for Business operations 7. Current Business Permit 8. Official Receipt of Payment <i>*Mandatory</i>	Purisima Sarah Joers Mylene Nebres	Based on Ordinance No. 020-2018	G2B	Simple
	2	One-Time Assessment and Payment of Fees other charges, business tax, Bgy. Bus. Clearance & BFP						

	3	Release of Business Permit and Barangay Business Clearance		<i>Requirements based on JMC31, s. 2016</i>				
APPLICATION FOR OCCUPATIONAL/ WORKING PERMIT	1	Submission of application form and documentary requirements.	1 day	<ol style="list-style-type: none"> 1. NBI or Police Clearance 2. Health Certificate 3. Official Receipt of Payment 	<p>Elsa Abaña Socrates Bongat</p> <p>Purisima Sarah S. Joers</p>	Based on Ordinance No. 020-2018	G2B	Simple
	2	Payment at the City Treasurer's Office.						
	3	Release of Occupational/Working permit						
APPLICATION FOR MOTORIZED TRICYCLE PERMIT	1	Submission of all documents at the Licensing Unit	1-3 days	<ol style="list-style-type: none"> 1. Filled out application Form 2. Community Tax certificate 3. Police Clearance 4. Vehicle Inspection Report 5. Photocopy of Driver's License 6. Photocopy of Official Receipt/ registration (OR/CR) from LTO 7. Photocopy of Notarized Deed of Sale (if applicable) 8. Official Receipt of Payment. 	<p>Elsa Abaña Socrates Bongat</p> <p>Jeslie Cerillo Gregorio Bola</p>	Based on Ordinance No. 020-2018	G2B	Simple
	2	Printing and approval of the Permit						
	3	Release of Permit						

APPLICATION FOR MOTORIZED TRICYCLE PERMIT (SPECIAL ROUTE)	1	Submission of all documents at the Licensing Unit	1-3 days	<ol style="list-style-type: none"> 1. Filled out application Form 2. Police Clearance 3. Vehicle Inspection Report 4. Photocopy of Driver's License 5. Mayor's Permit from the LGU where they came from 6. Official Receipt of Payment. 	Elsa Abaña Socrates Bongat Gregorio Bola Jeslie Cerillo	Based on Ordinance No. 020-2018	G2B	Simple
	2	Printing and approval of the permit						
	3	Release of the Permit						
APPLICATION FOR PEDICAB PERMIT	1	Submission of all documents at the Licensing	1-3 days	<ol style="list-style-type: none"> 1. Filled out application Form 2. Community Tax Certificate 3. Police Clearance 4. Vehicle Inspection Report 5. Photocopy of Driver's Permit 6. Photocopy of Notarized Deed of Sale (if applicable) 7. Official Receipt of Payment. 	Elsa Abaña Socrates Bongat Gregorio Bola Jeslie Cerillo	Based on Ordinance No. 020-2018	G2B	Simple
	2	Printing and approval of the permit						
	3	Release of Permit						
APPLICATION FOR BURIAL PERMIT	1	Submission of burial permit application with complete requirements	1 day	<ol style="list-style-type: none"> 1. Death certificate 2. Burial Permit 3. Transfer of Cadaver (if applicable) 4. Order of Payment 5. Official Receipt of Payment 6. Notarized 	Socrates Bongat Sharmaine Kaye Rayala Jeslie Cerillo Gregorio Bola	Based on Ordinance No. 020-2018	G2B	Simple
	2	Printing and approval of burial permit						

	3	Release of Burial Permit by the Licensing Unit		undertaking of 5-years occupancy period				
APPLICATION FOR SAFETY SEAL CERTIFICATE	1	Request Appointment for Assessment and Submission of requirements	7 days	1. Requirements stipulated in JMC 21-01 s.2021	Elsa Abaño Sharmaine Kaye Rayala Socarates Bongat Gregorio Bola Jeslie Cerillo	No Fee (valid for 6 mos. Only - renewable)	G2B	Simple
	2	On-site Inspection						
	3	Release of Safety Seal Certification						

Prepared and Submitted by:

PURISIMA SARAH S. JOERS
LTOO II, OIC-BPLU

Reviewed by:

RUTH FAY B. BELARMINO
CGLOO – DILG

Approved for Submission by:

CIELO KRISSEL LAGMAN-LUISTRO
CITY MAYOR