



**BUSINESS PROCESSING AND LICENSING OFFICE (BPLO)**  
 2<sup>nd</sup> Floor, City Hall Annex Building, Tabaco City

SERVICE	STEPS		MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
<b>APPLICATION FOR BUSINESS PERMITS (NEW) INCLUDING SHARED PASSIVE TELECOMMUNICATION TOWER INFRASTRUCTURE (PTTI)</b>	1	Submission of duly accomplished application form and documentary requirements.	1-3 days	1. <b>Proof of Business Registration:</b> DTI for Single Proprietorship, SEC Registration for Juridical Entities (Corporation, Partnership, Association, Organization, CDA Registration for Cooperatives) 2. <b>Occupancy Permit</b> 3. <b>Lease Contract if place of business</b>	Purisima Sarah Joers Mylene Nebres Gregorio Bola	Based on Ordinance No. 020-2018	G2B	Simple
	2	One-Time Assessment and Payment of Fees and other charges and business tax						



	3	Release of Business Permit, Barangay Business Clearance, Business Plate and Sticker		<p>is rented</p> <p>4. <b>Capitalization-basis for the computation of taxes</b></p> <p>5. <b>Official Receipt of Payment</b>  <i>*Mandatory Requirements based on JMC31, s. 2016</i></p>				
<b>ONLINE APPLICATION FOR BUSINESS PERMITS (NEW) INCLUDING SHARED PASSIVE TELECOMMUNICATION TOWER INFRASTRUCTURE (PTTI)</b>	1	Submission of duly accomplished application form and documentary requirements at <a href="mailto:bplutabacocity@gmail.com">bplutabacocity@gmail.com</a> / Online Assessment of fees and other charges and business tax	1-3days	1. E-copies of Proof of Business Registration: DTI for Single Proprietorship, SEC Registration for Juridical Entities (Corporation, Partnership,	Purisima Sarah Joers Mylene Nebres Gregorio Bola	Based on Ordinance No. 020-2018	G2B	Simple



	2	Payment of fees at the City Treasurer's Office and Release of Permit		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				
<b>APPLICATION FOR BUSINESS PERMITS (RENEW) INCLUDING SHARED PASSIVE TELECOMMUNICATION TOWER INFRASTRUCTURE (PTTI)</b>	1	Submission of duly accomplished application form and documentary requirements.	1 day	<b>1. Lease Contract (if applicable)</b> <b>2. Gross Receipt-basis for the computation of taxes</b> <b>3. Official Receipt of Payment</b> <i>*Mandatory Requirements based on JMC31, s. 2016</i>	Purisima Sarah Joers	Based on Ordinance No. 020-2018	G2B	Simple
	2	One-Time Assessment and Payment of Fees and other charges and business tax			Mylene Nebres			



	3	Release of Business Permit, Barangay Business Clearance, Business Plate and Sticker			Gregorio Bola			
<b>ONLINE APPLICATION FOR BUSINESS PERMITS (RENEW) INCLUDING SHARED PASSIVE TELECOMMUNICATION TOWER INFRASTRUCTURE (PTTI)</b>	1	Submission of duly accomplished application form and documentary requirements at <a href="mailto:bplutabacocity@gmail.com">bplutabacocity@gmail.com</a> / Online Assessment of fees and other charges and business tax	1-3days	<ol style="list-style-type: none"> <li>1. E-Copy of Lease Contract (if applicable)</li> <li>2. E-Copy of Gross receipt-basis for the computation of taxes</li> <li>3. Official Receipt of Payment *Mandatory Requirements based on JMC31, s. 2016</li> </ol>	Purisima Sarah Joers Mylene Nebres Gregorio Bola	Based on Ordinance No. 020-2018	G2B	Simple
	2	Payment of fees at the City Treasurer's Office and Release of Permit						
<b>APPLICATION FOR CERTIFIED TRUE COPY OF BUSINESS PERMIT</b>	1	Submission of Letter Request indicating the purpose and number of copies	1 day	<ol style="list-style-type: none"> <li>1. Request Letter</li> <li>2. Photocopy of Business Permit</li> <li>3. Official receipt of Payment</li> </ol>	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						



<b>APPLICATION FOR ADDITIONAL LINE OF BUSINESS</b>	1	Enrollment of the New Line of Business at the CPDO.	2 day	<ol style="list-style-type: none"> <li>1. <b>Accomplished application form indicating the line of business that will be added.</b></li> <li>2. <b>Copy of the existing business permit.</b></li> <li>3. <b>Official Receipt.</b></li> </ol>	Purisima Sarah Joers	Based on Ordinance No. 020-2018	G2B	Simple
	2	Secure Order of Payment at the Licensing Unit and Payment at the City Treasurer's Office.						
	3	Release of Permit						
<b>APPLICATION FOR ADDITIONAL LINE OF BUSINESS (IN CASE OF ADDITIONAL CHANGE OF AREA)</b>	1	Enrollment of the New Line of Business at the CPDO.	1 day	<ol style="list-style-type: none"> <li>1. <b>Accomplished application form indicating the line of business that will be added.</b></li> <li>2. <b>Copy of the existing business permit.</b></li> <li>3. <b>Official Receipt.</b></li> </ol>	Purisima Sarah Joers	Based on Ordinance No. 020-2018	G2B	Simple
	2	Secure Order of Payment at the Licensing Unit and Payment at the City Treasurer's Office.						
	3	Release of Permit						
<b>REQUEST FOR CERTIFICATION OF BUSINESS</b>	1	Submission of Letter Request indicating the purpose.	1 day	<ol style="list-style-type: none"> <li>1. <b>Request Letter</b></li> <li>2. <b>Official receipt of Payment</b></li> </ol>	Purisima Sarah Joers	Php 100.00/copy	G2B	Simple
	2	Payment of fee at the City Treasurer's Office						



	3	Release of Ceertification of Business record						
<b>APPLICATION FOR RETIRING BUSINESS OPERATION</b>	1	Submission of Letter Request for Retiring Business	1 day	<ol style="list-style-type: none"> <li>1. Letter Request</li> <li>2. Original Copy of Last Permit Issued</li> <li>3. Official Receipt for Graduated Fixed Tax and Certification Fee</li> <li>4. Documentary Stamp.</li> </ol>	Purisima Sarah Joers	Graduated Fixed Tax - Based on Ord. No. 020-2018	G2B	Simple
	2	Payment for graduated fixed tax and Certification Fee.				Certification Fee - Php 100.00/copy		
	3	Release of Certification of Business Closure.				Doc Stamp - Php 30.00		
<b>APPLICATION FOR TRANSFER OF LOCATION/BUSINESS ADDRESS</b>	1	Submission of duly accomplished application form and documentary requirements.	1-3 days	<ol style="list-style-type: none"> <li>1. Accomplished Application Form</li> <li>2. Letter Request of Transfer of Business Address</li> <li>3. Occupancy Permit</li> <li>4. Lease Contract if place of business is rented</li> <li>5. Health and</li> </ol>	Purisima Sarah Joers Mylene Nebres Gregorio Bola	Based on Ordinance No. 020-2018	G2B	Simple
	2	One-Time Assessment and Payment of Fees and other charges and business tax						



	3	Release of Business Permit and Barangay Business Clearance		<b>Sanitary Permit</b> <b>6. FSIC for Business operations</b> <b>7. Current Business Permit</b> <b>8. Official Receipt of Payment</b> <i>*Mandatory Requirements based on JMC31, s. 2016</i>				
<b>APPLICATION FOR OCCUPATIONAL/WORKING PERMIT</b>	1	Submission of application form and documentary requirements.	1 day	<b>1. NBI or Police Clearance</b> <b>2. Health Certificate</b> <b>3. Official Receipt of Payment</b>	Elsa Abaño	Based on Ordinance No. 020-2018	G2B	Simple
	2	Secure Order of Payment at the Licensing Unit and Payment at the City Treasurer's Office.						
	3	Release of Occupational/Working permit						



<b>APPLICATION FOR MOTORIZED TRICYCLE PERMIT</b>	1	Submit vehicle for inspection at the Engineering Office	1-3 days	<ol style="list-style-type: none"> <li>1. Filled out application Form</li> <li>2. Community Tax certificate</li> <li>3. Police Clearance</li> <li>4. Vehicle Inspection Report</li> <li>5. Photocopy of Driver's License</li> <li>6. Photocopy of Official Receipt/ registration (OR/CR) from LTO</li> <li>7. Photocopy of Notarized Deed of Sale (if applicable)</li> <li>8. Official Receipt of Payment.</li> </ol>	Engineering Staff	Based on Ordinance No. 020-2018	G2B	Simple
	2	Secure Assessment from the TRD Office			TRD Staff			
	3	Payment of fees at the City Treasurer's Office			CTO Collector			
	4	Submission of all documents at the Licensing Unit/Release of Permit			Elsa Abaña Socrates Bongat Jeslie Cerillo			
	5	Release of Franchise Certificate, Plate and Sticker by the TRD						
<b>APPLICATION FOR MOTORIZED TRICYCLE PERMIT (SPECIAL ROUTE)</b>	1	Submit vehicle for inspection at the Engineering Office	1-3 days	<ol style="list-style-type: none"> <li>1. Filled out application Form</li> <li>2. Police Clearance</li> <li>3. Vehicle Inspection Report</li> <li>4. Photocopy of</li> </ol>	Engineering Staff	Based on Ordinance No. 020-2018	G2B	Simple
	2	Secure Assessment from the TRD Office			TRD Staff			





	3	Payment of fees at the City Treasurer's Office		<b>5. Driver's License Mayor's Permit from the LGU where they came from</b> <b>6. Official Receipt of Payment.</b>	CTO Collector			
	4	Submission of all documents at the Licensing Unit/Release of Permit			Shiela Balbin Jeslie Cerillo			
<b>APPLICATION FOR PEDICAB PERMIT</b>	1	Submit vehicle for inspection at the Engineering Office	1-3 days	<b>1. Filled out application Form</b> <b>2. Community Tax Certificate</b> <b>3. Police Clearance</b> <b>4. Vehicle Inspection Report</b> <b>5. Photocopy of Driver's Permit</b> <b>6. Photocopy of Notarized Deed of Sale (if applicable)</b> <b>7. Official Receipt of Payment.</b>	Engineering Staff	Based on Ordinance No. 020-2018	G2B	Simple
	2	Secure Assessment from the TRD Office			TRD Staff			
	3	Payment of fees at the City Treasurer's Office			CTO Collector			
	4	Submission of all documents at the Licensing Unit/Release of Permit			Elsa Abaño Socrates Bongat Jeslie Cerillo			
	5	Release of Franchise Certificate, Plate and Sticker by the TRD						
<b>APPLICATION FOR BURIAL PERMIT</b>	1	Secure Order of Payment at the City Cemetery.	1 day	<b>1. Death certificate</b> <b>2. Burial Permit</b>	Purisima Sarah Joers Shiela Balbin	Based on Ordinance No. 020-2018	G2B	Simple



	2	Submission of Death Certificate, Burial Permit issued by the Health Center and Transfer of Cadaver (if applicable) <i>*Applicable to City Cemetery, Catholic, Chinese and Sanctuario de Albay</i>		3. <b>Transfer of Cadaver (if applicable)</b> 4. <b>Order of Payment</b> 5. <b>Official Receipt of Payment</b>				
	3	Payment of fees at the City Treasurer's Office						
	4	Release of Burial Permit by the Licensing Unit						
<b>APPLICATION FOR SAFETY SEAL CERTIFICATE</b>	1	Request Appointment for Assessment and Submission of requirements	7 days	1. Requirements stipulated in JMC 21-01 s.2021	Purisima Sarah Joers Elsa Abaño Shiela Balbin Socarates Bongat Gregorio Bola Jeslie Cerillo	<b>No Fee</b> (valid for 6 mos. Only - renewable)	G2B	Simple
	2	On-site Inspection						
	3	Release of Safety Seal Certification						