

# FLOW OF BUSINESS PERMIT PROCESS (FOR NEW & RENEWAL APPLICATIONS)

## Business Permit & Licensing Division

Pre-numbered  
Application Form

City Planning &  
Development Office

City Health  
Office

City Engineer's  
Office

Bureau of Fire  
Protection

### APPLICATION + SUBMISSION OF:

- Pre-numbered Business Application Form
- Barangay Clearance (for Business)
- Contract of Lease (if space is rented)
- DTI Business Name Registration (for single)  
SEC Registration (for Partnership/Corporation)
- Invested Capital (for New)
- BIR Registration Certificate & Annual Registration Fee
- Gross Receipts of the Preceding Year (for Renewal)
- Supported by copies of BIR annual/quarterly/monthly tax  
payment
- Cedula (Community Tax Certificate)

Emmie B. Baradas  
Cosie S. Andrada  
Marites E. Arquisola  
Neldie I. Lozada

Approved & completed clearances  
Collected to support Permit  
Application  
3 minutes

Sherlita A. Tumlos  
Roselyn L. Estrebilla  
Gemma M. Opong

Assessment of  
Fees & Taxes  
10 minutes

Payment of  
Fees & Taxes

Sherlita A. Tumlos  
Melvin M. Acolola  
Marjorie D. Hismaña

Print, Sign & Release  
of Mayor's Permit  
15 minutes

