MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER

BUSINES PERMITS & LICENSING OFFCE (BPLO)

ADMINISTRATIVE SERVICES

2. SECURING PERMIT ON ALL ADVERTISING / PROMOTIONAL ACTIVITIES

Any individual, group or institution that has business or activity within the Municipality of Tubigon.

Office or Division:	BUSINESS PERMITS & LICENSING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to CLIENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent addressed to the Mayor 2. Sample of the Advertising/ Promotional Material 3. Zoning Clearance / Authority or Consent from the Private Owner 4. Market Clearance (if applicable) 5. Official Receipt issued by the Municipal Treasurer's Office		BUSINESS PERMITS AND LICENSING OFFICE		

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filing of Request. Submits request letter to the receiving clerk or employee in-charge at the Mayor's	Receives, reviews the requirements and forwards the request to the Mayor for approval. ☐ *If not complete, return documents to applicants The Mayor (or his authorized representative) approves and signs the request/intent.* Instructs the client to pay the corresponding permit fee at the Treasurer's Office.		15 mins.	Mayor's Office Staff
Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.	Accepts the payment, gives the Official Receipt and instructs the client to go to the BPLO Office.		2 mins.	MTO Cashier
Printing and Releasing of Mayor's Permit.	Receives the Official Receipt	P 300.00 per day	15 min.	BLPO Staff

Presents the Official Receipt to the Employee in-charge.	and prepares the permit. Forwards the permit to the Mayor's Office for signature. *The Mayor (or his authorized representative) signs the permit.* Keeps a copy of the permit for office files, releases the permit and requests the client to sign the logbook.			
	TOTAL:	300/day	32 minutes	