



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





**BUSINES PERMITS &
LICENSING OFFCE
(BPLO)**
ADMINISTRATIVE SERVICES

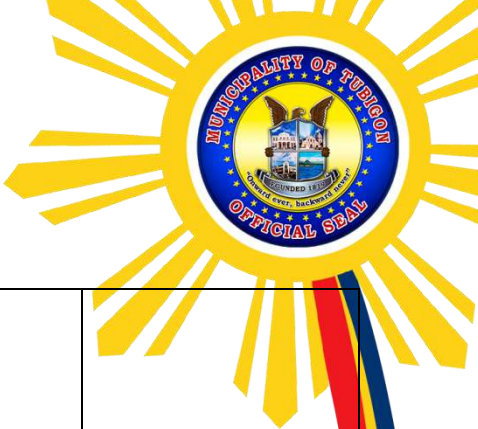




1. SECURING MAYOR’S PERMIT TO VARIOUS ACTIVITIES

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		
<div>1. Letter of request addressed to the Mayor, indicating the purpose and schedule of the activity including the time and venue (and route in the case of Parades, Motorcades and Processions)</div> <div>2. Zoning Clearance / Authority or Consent from the Private Owner</div> <div>3. Market Clearance (if applicable)</div> <div>4. Official Receipt of Payment from the Municipal Treasurer’s Office</div>		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	<div>Receives, reviews the requirements and forwards the request to the Mayor for approval.</div> <div><input type="checkbox"/> If not complete, return documents to applicants</div> <div>The Mayor (or his authorized representative) approves and signs the request/intent.</div> <div>Instructs the client to pay the corresponding permit fee at the Treasurer’s Office.</div>	<div>Based on the Revised Revenue Code (Mun. Ordinance No. 2015-07-416)</div> <div>Benefit Dance- P100.00</div> <div>Carolling – P100.00</div> <div>Disco – P300.00</div> <div>Film Showing – P150.00</div> <div>Fund Raising/ Raffle Draws/ Concerts – P300.00</div> <div>Political Rally/ Parade/ Motorcade – P500</div> <div>Rekurida – P450.00</div> <div>Others – P200.00</div>	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. Presents the Official	Receives the Official Receipt		15 min.	BLPO Staff



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