



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





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

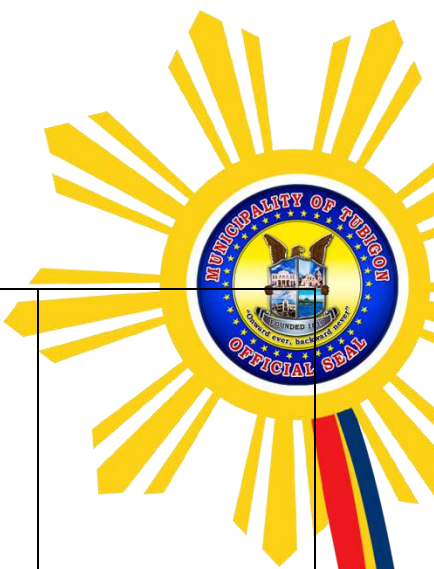




3. SECURING / RENEWING MAYOR’S PERMIT / BUSINESS PERMIT

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. Business Permit Application Form</div> <div>2. Community Tax Certificate</div> <div>3. Barangay Clearance (Purpose: for Business Permit)</div> <div>4. Police Clearance</div> <div>5. Fire Safety and Inspection Clearance</div> <div>6. Certificate of Occupancy</div> <div>7. BIR Certificate of Tax Payment</div> <div>8. Clearance from Market Administration (for Market Occupants)</div> <div>9. DTI Registration</div> <div>10.Clearance from the ESWM Office</div> <div>11.Photocopy of Space Rental Permit of the Lessee (if Lessor)</div> <div>12.Official Receipt of payment from the Municipal Treasurer's Office</div> <div>13.Documentary Stamp</div> <div>Additional requirements</div> <div>14.SEC Articles of Incorporation</div> <div>15.Sanitary/ Health Certificate (for Food Businesses)</div> <div>16.CDA Registration</div> <div>For Renewal</div> <div><input type="checkbox"/> Prior Year print-out of Mayor's Permit</div>		<div>BUSINESS PERMITS AND LICENSING OFFICE</div>		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<div>Application and Assessment</div> <div>Submits the complete requirements at BPLO</div>	<div>Receives and reviews application as to completeness of documentation and requirements</div> <div><i>If not complete, return documents to applicants</i></div> <div>Forwards the verified</div>	<div>Depen</div> <div>ding on</div> <div>the</div> <div>Line of</div> <div>Busine</div> <div>ss</div> <div>(and of</div> <div>unpaid</div> <div>dues, if</div> <div>any)</div>	<div>20 mins.</div>	<div>BLPO Staff</div>



	documents to the Mun. Treasurer's Office for assessment. The employee in-charge (at the MTO) assesses the application and calls the client for the payment.			
Payment. Pays the permit fee at the Treasurer's Office and asks for the Official Receipt.	The Employee in-charge (at the MTO) accepts the payment, prints the Official Receipt and forwards the application to the BPLO Office.		5 mins.	MTO Cashier
Printing and Releasing of Business Permit.	The Employee in-charge (at the BPLO) 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.		15 min.	BLPO Staff
TOTAL:			45 minutes	