



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





# **BUSINES PERMITS & LICENSING OFFCE (BPLO)**

ADMINISTRATIVE SERVICES

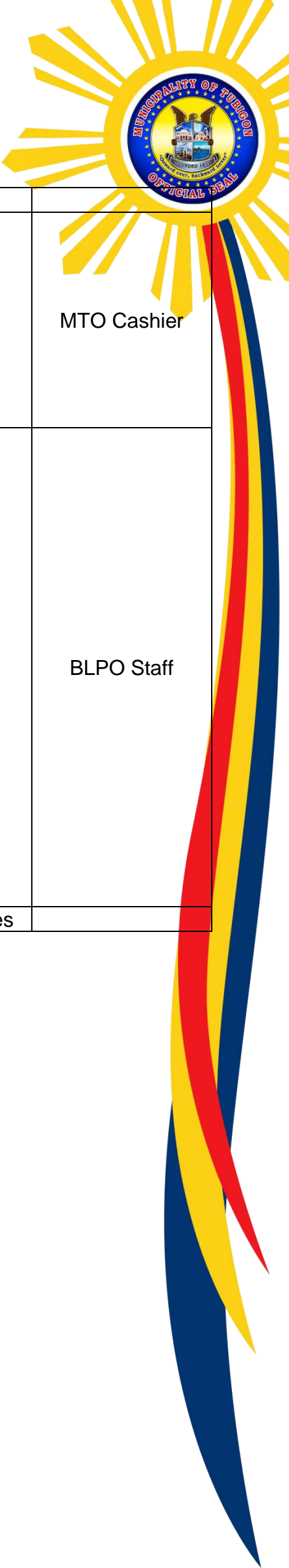




5. ISSUANCE OF FISHERY PERMIT

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 Mayor's Permit)</div> <div>4. Police Clearance</div> <div>5. Most Recent OR/CR</div> <div>a. (or Certification from the Dealer for Newly-Purchased Vehicle)</div> <div>6. LTFRB Franchise (for V-Hire, Jeepneys, Bus and Multi-cabs)</div> <div>7. Clearance from the Traffic Office</div> <div>8. Clearance from the ESWM Office</div> <div>9. Documentary Stamp</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 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.</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>15 mins.</div>	<div>BLPO Staff</div>



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:			34 minutes	