



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





BUSINES PERMITS & LICENSING OFFCE (BPLO)

ADMINISTRATIVE SERVICES



4. SECURING / RENEWING MAYOR’S PERMIT FOR TRICYCLES, TRISIKADS, MULTI-CABS , V- HIRE AND BUSES

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
Application and Assessment Submits the complete requirements at BPLO	<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>	Depen ding on the Line of Busine ss (and of unpaid dues, if any)	20 mins.	BLPO Staff
	Payment. Pays the permit fee at		5 mins.	MTO Cashier

the Treasurer's Office and asks for the Official Receipt.	MTO) accepts the payment, prints the Official Receipt and forwards the application to the BPLO Office.			
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.		25 min.	BLPO Staff
TOTAL:			50 minutes	