



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





BUSINES PERMITS & LICENSING OFFCE (BPLO)

ADMINISTRATIVE SERVICES



8. RENEWAL OF CONTRACT OF LEASE

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. Copy of the Previous Contract of Lease 2. Proof of Updated Market Stall Rental		BUSINESS PERMITS AND LICENSING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Application Submits the complete requirements at BPLO	Receives and reviews application as to completeness of documentation and requirements <i>If not complete, return documents to applicants</i>	None	5 mins.	BLPO Staff
Printing and signing of the Lease of Contract	The Employee in- charge (at the BPLO) prepares the Lease Contract Forwards the certificate to the Market Administrator Office, Mun. Treasurer's Office and Mayor's Office for signatures. <i>The Market Administrator, Mun. Treasurer and Mayor sign the permit.</i>		25 mins.	BPLO Staff
Notarized and Releasing of Lease of Contract.	Releases and keeps a copy of the notarized Lease Contract for office files, and requests the client to sign the logbook.		1 Hour	BLPO Staff

TOTAL:	None	1 Hour & 30 minutes	
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