



# **Citizen's Charter**

## **2024 (1st Edition)**



# **City Government of San Pablo**

## **CITIZEN'S CHARTER**



# City Mayor's Office – BPLO

1) ISSUANCE OF MAYOR'S PERMIT FOR BUSINESS PERMIT RENEWAL

Document issued to taxpayers with existing Mayor’s Permit to legally operate businesses in the City of San Pablo.



Office or Division	City Mayor's Office - BPLO	
Classification	G2B - Government to Business	
Type of Transaction	Simple	
Who may avail:	Taxpayers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Filled–out Unified Business Permit Application Form		Window No.1 Business Permits and Licensing Division
2. Barangay Business Clearance (1 original copy)		Window No.1 Business Permits and Licensing Division
3. Financial Statement/ Income Tax Return/ Statement of Gross Sales/Receipts of the previous year (1 photocopy)		Taxpayer
4. Previous Year’s Mayor’s Permit		Taxpayer
5. Market Clearance if Market Stall Holder (1 original copy)		Market Division (CTO)
6. Environmental Clearance (CENRO)		Window No. 1 (Backroom Operation)
7. Zoning Clearance		Window No. 1 (Backroom Operation)
8. Sanitary Permit and Health Certificate		Window No. 1 (Backroom Operation)
9. Annual Building Inspection Certificate (OBO)		Window No. 1 (Backroom Operation)
10. Fire Safety Inspection Certificate (FSIC)		Window No. 1 (Backroom Operation)
11. Official Receipt (OR)of Payment (CTO)		Cash Receipts Division (CTO)
12. Installation of CCTV Camera and Surveillance System (with gross/sales/receipts of 300,000.00 and up)		Compliance Inspection Form (BPLO)
13. Photocopy of secondary license, permits and clearances from NGA’s for specific line of business to be submitted within 30 days from date of released of Mayor’s Permit		Taxpayer

14. If transacted by a representative: Original copy of authorization letter and photocopy of valid ID’s of owner and representative			Taxpayer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit the accomplished unified business permit application form and the complete documentary requirements at Window No. 1 Business Permit Licensing Division	Receive, Review, Assess, Encode, Issue tax order payment (TOP)	None		1 hour 30 minutes	Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Assessment Clerk I - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO, Local Treasury Operations Officer IV - City Treasurer's Office, Local Treasury Operations Officer III - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Administrative Aide I - City Treasurer's Office, Local Revenue Collection Officer III - City Treasurer's Office,

					<i>Local Revenue Collection Officer I - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO, Local Revenue Collection Officer IV - City Treasurer's Office</i>
<b>2. Secure Queuing Number (Payment) at the Public Assistance and Complaint Desk and proceed to Window No. 4 Cash Receipts Division for payment of business taxes, fees and other charges</b>	<b>Issue Queuing Number, Accept/receive payment and issue Official Receipt (OR)</b>	<b>None</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>30 minutes</b>	<i>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</i>

3. Submit the Official Receipts (OR) and the complete documentary requirements at Window No. 1 BPLD	Print, Approve, Sign and Release the Mayor’s Permit, BIN Year Sticker	None		30 minutes	Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Administrative Aide III - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office
TOTAL		0.00		2 hours 30 minutes	





2) ISSUANCE OF MAYOR'S PERMIT FOR ONLINE BUSINESS PERMIT RENEWAL

Document issued to taxpayers with existing Mayor’s Permit to legally operate businesses in the City of San Pablo.

Office or Division	City Mayor's Office - BPLO		
Classification	G2B - Government to Business		
Type of Transaction	Simple		
Who may avail:	Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Online filled-out Unified Business Permit Application Form		LGU website: <a href="http://www.sanpablocitymis.com">www.sanpablocitymis.com</a>	
2. Barangay Business Clearance (1 original copy)		Window No.1 Business Permits and Licensing Division	
3. Financial Statement/ Income Tax Return/ Statement of Gross Sales/Receipts of the previous year (scanned copy)		Taxpayer	
4. Previous year's Mayor's Permit (scanned copy)		Taxpayer	
5. Market Clearance if Stall Holder (scanned copy)		Market Division, City Treasurer's Office	
6. Environmental Clearance (CENRO)		Window No. 1 (Backroom Operation)	
7. Zoning Clearance		Window No. 1 (Backroom Operation)	
8. Sanitary Permit and Health Certificate		Window No. 1 (Backroom Operation)	
9. Annual Building Inspection Certificate (OBO)		Window No. 1 (Backroom Operation)	
10. Fire Safety Inspection Certificate (FSIC)		Window No. 1 (Backroom Operation)	
11. Official Receipt (OR) of Payment (CTO)		Cash Receipts Division (CTO)	
12. Installation of CCTV Camera and Surveillance System (with gross/ sales/receipts of 300,000.00 and up) (?)		Compliance Inspection Form (BPLO)	
13. Photocopy of secondary license, permits and clearances from NGA's specific line of business to be submitted within 30 days from date of released of Mayor's Permit		Taxpayer	

14. If transacted by a representative: Original copy of authorization letter and photocopy of valid ID's of owner and representative				Taxpayer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive and Process Online Application Form. Submit the accomplished digital unified business permit application form with attachment of scanned copies of documents at the LGU website: <a href="http://www.sanpablocitymis.com">www.sanpablocitymis.com</a>	Receive, acknowledge, print, review, assess, encode, issue tax order payment (TOP)	None		1 hour 30 minutes	Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Assessment Clerk I - City Mayor's Office - BPLO, Administrative Aide III - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Administrative Aide IV - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO, Local Treasury Operations

					<div>Officer IV - City Treasurer's Office, Local Treasury Operations Officer III - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Administrative Aide I - City Treasurer's Office, Local Revenue Collection Officer III - City Treasurer's Office, Local Revenue Collection Officer I - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Administrative Aide IV - City Planning and Development Office, Local Revenue Collection Officer IV - City Treasurer's Office</div>
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<b>2. Pay online or proceed to Window No. 4 Cash Receipts Division for payment of business taxes, fees and other charges when notified</b>	<b>Accept payment and issue Official Receipt (OR)</b>	<b>None</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>30 minutes</b>	<b>Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office</b>
<b>3. Submit the Official Receipts (OR) and the complete documentary requirements at Window No. 1 BPLD</b>	<b>Print, Approve, Sign and Release the Mayor's Permit</b>	<b>None</b>		<b>30 minutes</b>	<b>Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office</b>
<b>TOTAL</b>		<b>0.00</b>		<b>2 hours 30 minutes</b>	



3) ISSUANCE OF MAYOR'S PERMIT FOR NEW BUSINESS REGISTRATION

Document issued to taxpayers to legally operate businesses in the City of San Pablo.

Office or Division	City Mayor's Office - BPLO	
Classification	G2B - Government to Business	
Type of Transaction	Simple	
Who may avail:	Taxpayers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Filled-out Unified Business Permit Application Form		Window No.1 Business Permits and Licensing Division
2. 1 photocopy of: DTI Business Name Registration (if sole proprietor); SEC Registration and Articles of Partnership/Incorporation (if partnership or corporation); CDA Registration and Articles of Cooperation (if cooperative)		Department of Trade and Industry (DTI); Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA)
3. Contract of lease and lessor Mayor's Permit if place of business is rented (1 photocopy)		Applicant
4. Business Capitalization		Applicant
5. Barangay Business Clearance (1 original copy)		Window No. 1 Business Permits and Licensing Division
6. Location of Business (Sketch/Map)		Applicant
7. Market Clearance if Stall Holder (1 original copy)		Market Division, City Treasurer's Office
8. Occupancy Permit		Office of the Building Official (OBO)
9. Environmental Clearance (CENRO)		Window No. 1 (Backroom Operation)
10. Zoning Clearance		Window No. 1 (Backroom Operation)
11. Sanitary Permit and Health Certificate		Window No. 1 (Backroom Operation)
12. Fire Safety Inspection Certificate (FSIC)		Window No. 1 (Backroom Operation)
13. Certificate of Seminar (CSWMO)		Window No. 1 (Backroom Operation)

14. Certificate Tax Exemption			Applicant		
15. Installation of CCTV Camera and Surveillance System (with capitalization of more than 150,000.00)			Compliance Inspection Form (BPLO)		
16. Photocopy of secondary license, permit and clearances if expired from NGA's for specific line of business to be submitted within 30 days from release of Mayor's Permit			Applicant		
17. If transacted by a representative: Originalcopy of authorization letter and photocopy of valid ID's of owner and representative			Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit the accomplished unified business permit application form and the complete documentary requirements at Window No. 1 Business Permits and Licensing Division	Receive, review, assess, encode, issue tax order of payment (TOP)	None		1 hour 30 minutes	Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Assessment Clerk I - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO, Local Treasury Operations Officer IV - City Treasurer's Office, Local Treasury Operations Officer III - City Treasurer's Office, Administrative Aide III - City Treasurer's

					<div>Office, <i>Administrative Aide I</i> - City Treasurer's Office, <i>Local</i> <i>Revenue Collection</i> <i>Officer III</i> - City Treasurer's Office, <i>Local Revenue</i> <i>Collection Officer I</i> - City Treasurer's Office, <i>Revenue</i> <i>Collection Clerk II</i> - City Treasurer's Office, <i>Local</i> <i>Revenue Collection</i> <i>Officer I</i> - City Treasurer's Office - Market, <i>Traffic Aide I</i> - City Mayor's Office - CTMO, <i>Local</i> <i>Revenue Collection</i> <i>Officer IV</i> - City Treasurer's Office</div>
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<b>2. Secure Queuing Number (Payment) at the Public Assistance and Complaint Desk and proceed to Window No. 4 Cash Receipts Division for payment of business taxes, fees and other charges</b>	<b>Issue Queuing Number, accept/receive payment and issue Official Receipt (OR)</b>	<b>None</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>30 minutes</b>	<b>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</b>
<b>3. Submit the Official Receipts (OR) and the documentary requirements at Window No 1 BPLD</b>	<b>Print, Approve, Sign and Release of Mayor's Permit and Business Identification Plate</b>	<b>None</b>		<b>30 minutes</b>	<b>Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office</b>
<b>TOTAL</b>		<b>0.00</b>		<b>2 hours 30 minutes</b>	





4) ISSUANCE OF MAYOR'S PERMIT FOR NEW ONLINE BUSINESS REGISTRATION

Document issued to taxpayers to legally operate businesses in the City of San Pablo.

Office or Division	City Mayor's Office - BPLO	
Classification	G2B - Government to Business	
Type of Transaction	Simple	
Who may avail:	Taxpayers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Online filled-out Unified Business Permit Application Form		LGU website: <a href="http://www.sanpablocitymis.com">www.sanpablocitymis.com</a>
2. Scanned copy of DTI Business Name Registration (if sole proprietor); SEC Registration and Articles of Partnership/Incorporation (if partnership or corporation) or CDA Registration and Articles of Cooperation (if cooperative)		Department of Trade and Industry (DTI); Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA)
3. Contract of lease and lessor Mayor's Permit if place of business is rented (scanned copy)		Applicant
4. Business Capitalization		Applicant
5. Barangay Business Clearance (1 original copy)		Window No.1 Business Permits and Licensing Division
6. Location of Business -Sketch/Map (scanned copy)		Applicant
7. Market Clearance If Stall Holder (scanned copy)		Market Division, City Treasurer's Office
8. Occupancy Permit (scanned copy)		Office of the Building Official (OBO)
9. Environmental Clearance (CENRO)		Window No. 1 (Backroom Operation)
10. Zoning Clearance		Window No. 1 (Backroom Operation)
11. Sanitary Permit and Health Certificate		Window No. 1 (Backroom Operation)
12. Fire Safety Inspection Certificate (FSIC)		Window No. 1 (Backroom Operation)
13. Certificate of Seminar (CSWMO)		Window No. 1 (Backroom Operation)

14. Certificate of any Tax Exemption (scanned copy)			Applicant		
15. Installation of CCTV Camera and Surveillance System (with capitalization of 150,000.00 and up)			Compliance Inspection Form (BPLO)		
16. Secondary license, permit and clearances if expired from NGA’s for specific line of business to be submitted within 30 days from release of Mayor’s Permit (scanned copy)			Applicant		
17. If transacted by a Representative: Original Copy of Authorization Letter and Photocopy of Valid ID’s of Owner and Representative (scanned copy)			Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive and Process Online Application Form. Submit the accomplished digital unified business permit application form with attachment of scanned copies of documents at the LGU website: <a href="http://www.sanpablocitymis.com">www.sanpablocitymis.com</a>	Receive, acknowledge, print, review, assess, encode, issue tax order payment (TOP)	None		1 hour 30 minutes	<i>Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO, Local Treasury Operations Officer IV - City Treasurer's Office, Local Treasury Operations Officer III - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Administrative Aide I</i>

					<b>- City Treasurer's Office, Local Revenue Collection Officer III - City Treasurer's Office, Local Revenue Collection Officer I - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Local Revenue Collection Officer IV - City Treasurer's Office</b>
<b>2. Pay online or proceed to Window No. 4 Cash Receipts Division for payment of business taxes, fees and other charges when notified</b>	<b>Accept payment and issue Official Receipt (OR)</b>	<b>None</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>30 minutes</b>	<b>Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office</b>

3. Submit the Official Receipts (OR) and the complete documentary requirements at Window No. 1 BPLD	Print, Approve, Sign and Release the Mayor's Permit and Business Identification Plate	None		30 minutes	Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office
TOTAL		0.00		2 hours 30 minutes	



5) ISSUANCE OF TRICYCLE FRANCHISE AND MAYOR'S PERMIT FOR TRICYCLE OPERATORS (NEW/RENEWAL)

Document issued to tricycle operators to legally operate Motorized Tricycle for Hire in the City of San Pablo.

Office or Division	City Mayor's Office - BPLO	
Classification	G2B - Government to Business	
Type of Transaction	Simple	
Who may avail:	Taxpayers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished and duly notarized Tricycle Franchise Application/Petition Form		City Traffic Management Office
2. Duly Approved Unified Clearance Form		City Traffic Management Office
3. Voter's Certification/ID (1 photocopy)		COMELEC
4. Police Clearance of Driver (1 original copy)		PNP-SPC Station
5. LTO Certification of Registration (CR) and Official Receipt (OR) and/or proof of ownership of tricycle (1 photocopy)		Applicant/Operator
6. Insurance Policy/Certificate of Coverage (photocopy)		Applicant/Operator
7. Professional Driver's License with Restriction Code (1 photocopy)		Applicant/Operator
8. Community Tax Certificate (1 photo Copy)		City Treasurer's Office, Barangay Hall
9. TODA Certificate of Membership (1 photocopy)		TODA Affiliation
10. Notarized Dropping Form (Change of Ownership/Change of Motorcycle Unit)		
11. Notarized Deed of Sale (Change of Ownership)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished and notarized Tricycle Franchise Application/Petition Form, duly approved Unified Clearance Form and complete documentary requirements at BPLD Tricycle Permit Counter	Receive, review, encode, assess and issue tax order payment (TOP)	None		1 hour	<i>Administrative Aide III - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO</i>
2. A.) NEW APPLICATION: Secure Queuing Number (Payment) at the Public Assistance and Complaint Desk and proceed to window No. 4 Cash Receipts Division for payment of fees and other charges	Issue Queuing Number, Accept/Receive Payment and Issue Official Receipt (OR)	None	As per Ordinance No. 2011-01	30 minutes	<i>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Administrative Aide I - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</i>

	<b>Fees to be paid: Mayor's Permit</b>	<b>385.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>
	<b>Franchise Tax</b>	<b>110.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>
	<b>Health/S.S.F.</b>	<b>63.80</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>
	<b>Sticker- Color Coding</b>	<b>55.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>
	<b>Docket Fee</b>	<b>27.50</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>
	<b>Filing Fee</b>	<b>110.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>
	<b>Tin Plate</b>	<b>330.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>
	<b>Registration Fee</b>	<b>15.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>
	<b>Sticker for Garbage</b>	<b>50.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>
	<b>Garbage Fee</b>	<b>50.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>

	<b>Seminar Fee: New Applicant</b>	<b>300.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>
	<b>Violator</b>	<b>500.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>
<b>2. B.) RENEWAL: Secure Queuing Number (Payment) at the Public Assistance and Complaint Desk and proceed to window No. 4 Cash Receipts Division for payment of fees and other charges</b>	<b>Issue Queuing Number, Accept/Receive Payment and Issue Official Receipt (OR)</b>	<b>None</b>	<b>As per Ordinance No. 2011-01</b>	<b>30 minutes</b>	<b>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Administrative Aide I - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</b>
	<b>Fees to be paid: Mayor's Permit</b>	<b>385.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>



	Franchise Tax	110.00	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office
	Health/S.S.F.	63.80	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office
	Sticker- Color Coding	55.00	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office
	Docket Fee	27.50	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office
	Annual Filing Fee	27.50	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office
	Garbage Fee	50.00	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office
	In case of late renewal/payment subject to 50% penalty, 25% surcharge and 1% monthly interest	None	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office

3. Submit the Official Receipts (OR) and the complete documentary requirements at BPLD Tricycle Permit Counter for printing and issuance of Mayor’s Permit and Tricycle Franchise	Print, Approve, Sign and Release the Mayor’s Permit and Tricycle Franchise	None		30 minutes	Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office
TOTAL		2,715.10		2 hours 30 minutes	

### 6) CONDUCTS ACTUAL INSPECTION OF BUSINESS ESTABLISHMENT

**Ocular inspections are conducted to determine and monitor the compliance of Business Establishments to the existing city ordinances, laws, rules and regulation. Also to detect illegal business operation.**



Office or Division		City Mayor's Office - BPLO				
Classification		G2B - Government to Business				
Type of Transaction		Simple				
Who may avail:		Taxpayers				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Presentation of Original Copy of Mayor's Permit				Taxpayer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE	

1. Present Original Copy of Mayor's Permit	Check and verify the Mayor's Permit	None		5 minutes	Licensing Officer III - City Mayor's Office - BPLO, Licensing Officer II - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Administrative Aide IV - City Planning and Development Office
2. If no permit, sign and receive of Apprehension Notice	Issue Apprehension Notice	None		5 minutes	Licensing Officer III - City Mayor's Office - BPLO, Licensing Officer II - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Administrative Aide IV - City Planning and Development Office
TOTAL		0.00		10 minutes	



7) ISSUANCE OF CERTIFICATION AND APPROVAL OF OFFICIAL REQUESTS

Document requested by taxpayers, National, and Local Government Agencies, Private Institutions and concerned individuals for verification of pertinent data and information.

Office or Division	City Mayor's Office - BPLO				
Classification	G2B - Government to Business, G2C - Government to Client, G2G - Government to Government				
Type of Transaction	Simple				
Who may avail:	Requesting Party				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Letter Request (1 original copy)			Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request to Window No. 1 Business Permits and Licensing Division	Receive the request, Processing of data and information, Printing of Certification	None		30 minutes	Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO, Security Guard I - City Legal Office

2. Receive the requested documents	Approve, Sign and Release of requested documents	None		15 minutes	Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Administrative Aide IV - City Planning and Development Office
TOTAL		0.00		45 minutes	



8) ISSUANCE OF SPECIAL MAYOR'S PERMIT

Document issued to applicants who will conduct activities, events and undertakings for a short period of time.

Office or Division	City Mayor's Office - BPLO				
Classification	G2B - Government to Business				
Type of Transaction	Simple				
Who may avail:	Taxpayers				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Letter of Intent (1 original copy)			Applicant/Client		
2. Barangay Clearance (1 original copy)			Barangay Hall		
3. Official Receipt (1 original copy)			Window 4 Cash Receipts Division, City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents at Window No. 1 BPLD	Receive, Review, Assess, Issue tax order payment (TOP)	None		30 minutes	Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Administrative Aide III - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO,

					<div>Administrative Aide III - City Treasurer's Office, Administrative Aide I - City Treasurer's Office, Local Revenue Collection Officer III - City Treasurer's Office, Local Revenue Collection Officer I - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Administrative Aide III - City Treasurer's Office - Market, Local Revenue Collection Officer IV - City Treasurer's Office</div>
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<b>2. Secure Queuing Number (Payment) from the Public Assistance and Complaint Desk and proceed to Window No. 4 for payment of Special Permit</b>	<b>Issue Queuing Number, Accept and Receive Payment</b>	<b>None</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>10 minutes</b>	<b><i>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Administrative Aide I - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</i></b>
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3. After payment submit the documents and Official Receipt (OR) at Window No. 1 Business Permits and Licensing Division (BPLD)	Print, Approve, Sign and Release of Special Mayor's Permit	None		10 minutes	Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office
TOTAL		0.00		50 minutes	



9) AMMENDMENT OF DATA INFORMATION IN THE BUSINESS/MAYOR'S PERMIT/TRICYCLE FRANCHISE AND MAYOR'S PERMIT FOR TRICYCLE OPERATORS

Process involving amending data/information in their issued Business/Mayor’s Permit/Tricycle Franchise and Mayor’s Permit for Tricycle Operators

Office or Division	City Mayor's Office - BPLO				
Classification	G2B - Government to Business				
Type of Transaction	Simple				
Who may avail:	Taxpayers				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Copy of request slip (1 original copy)			Window No.1 Business Permits and Licensing Division		
2. Copy of Mayor’s Permit/Franchise (1 original copy)			Applicant/Permit Holder		
3. Copy of Official Receipt (presentation of original copy)			Window No. 4 Cash Receipts Division, CTO		
4. a. Transfer of ownership: If sole proprietor Deed of Sale or Extra Judicial Settlement with Waiver of Rights or Deed of Transfer and DTI Registration of new owner (1 photocopy); If Partnership/Corporation/Cooperative, Board Resolution, SEC/CDA Registration and Articles of Incorporation/Cooperation of thenew owner (1 photocopy) b. Transfer of Owner’s/Business address: Barangay Clearance (1 original copy) c. If rented, Lease of Contract (1 photocopy)			Applicant/Permit Holder		
5. If represented: Sole proprietor - Authorization letter and ID’s of authorized representative and Permittee (1 photocopy); If Partnership/Corporation/Cooperative – Board Resolution/Secretary Certificate relative to the request and the authorized representative (1 photocopy)			Applicant/Permit Holder		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE

<b>1. Secure and accomplish request slip at Window No. 1 BPLD</b>	<b>Issue request slip</b>	<b>None</b>		<b>1 minute</b>	<b><i>Administrative Aide III - City Mayor's Office - BPLO</i></b>
<b>2. Submit the accomplished request slip together with the required documents at Window No. 1 BPLD</b>	<b>Receive, Review and Issue Order of Payment</b>	<b>None</b>		<b>4 minutes</b>	<b><i>Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO</i></b>
<b>3. Secure Queuing Number (Payment) from the Public Assistance and Complaint Desk and proceed to Window No. 4 Cash Receipts Division for payment</b>	<b>Issue Queuing Number, Accept Payment and Issue Official Receipt</b>	<b>150.00</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>10 minutes</b>	<b><i>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</i></b>

4. After payment, proceed to Window No. 1 BPLD for approval and issuance of amended Mayor’s Permit	4. After payment, proceed to Window No. 1 BPLD for approval and issuance of amended Mayor’s Permit	None		15 minutes	Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Administrative Aide III - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office
TOTAL		150.00		30 minutes	



10) APPROVAL OF CERTIFIED TRUE/MACHINE COPY OF MAYOR'S PERMIT FOR BUSINESS AND MAYOR'S PERMIT FOR TRICYCLE FOR HIRE

Certified Xerox/Machine Copy of the original copy of Mayor’s Permit issued to taxpayers to be used for official and legal transactions

Office or Division	City Mayor's Office - BPLO				
Classification	G2B - Government to Business				
Type of Transaction	Simple				
Who may avail:	Taxpayer				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Copy of request slip Intent (1 original copy)			Window No.1 Business Permits and Licensing Division		
2. Copy of Mayor’s Permit (1 original copy and photocopy for authentication)			Taxpayer		
3. Copy of Official Receipt (presentation of original copy)			Window No. 4 Cash Receipts Division, CTO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill-out request slip	Issue request slip	None		1 minute	Administrative Aide III - City Mayor's Office - BPLO, Security Guard I - City Legal Office

<b>2. Submit the accomplished request slip at Window No.1 BPLD</b>	<b>Receive, review and issue order of payment</b>	<b>None</b>		<b>4 minutes</b>	<b>Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO</b>
<b>3. Secure Queuing Number (Payment) from the Public Assistance and Complaint Desk and proceed to Window no.4 Cash Receipts Division for payment</b>	<b>Issue Queuing Number, Accept payment and Issue Official Receipt (OR)</b>	<b>50.00</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>10 minutes</b>	<b>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</b>
<b>4. After payment proceed to Window No.1 BPLD for authentication of Photo Copy of Mayor's Permit</b>	<b>Processing, Approve, Sign and Release of authenticated photo copy of Mayor's Permit</b>	<b>None</b>		<b>10 minutes</b>	<b>Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO</b>

	TOTAL	50.00		25 minutes	
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11) APPROVAL OF RETIREMENT OF BUSINESS

Upon Stoppage/Cessation of business the holder of Mayor’s Permit shall accomplish and submit application for business retirement, any tax due shall first be paid before any business or undertaking is fully terminated and to be considered as officially retired.

Office or Division	City Mayor's Office - BPLO				
Classification	G2B - Government to Business				
Type of Transaction	Simple				
Who may avail:	Taxpayers				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Application form for Retirement (2 original copies)			Window No.1 Business Permits and Licensing Division		
2. Copy of Mayor’s Permit (1 original copy)			Taxpayer		
3. Business Identification Number Plate			Taxpayer		
4. Business Certification of Closure Business (1 original copy)			Brgy. Hall (Place of Business)		
5. If Corporation, Partnership, Cooperative: Board Resolution and Secretary’s Certificate of Business retirement (1 photocopy)			Taxpayer		
6. Copy of Official Receipt (presentation of original copy)			Window No. 4 Cash Receipts Division, CTO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish application form for retirement of Business	Issue application form	None		1 minute	Administrative Aide I - City Mayor's Office - BPLO, Security Guard I - City Legal Office

<b>2. Submit the accomplished application form for retirement at Window no. 1 BPLD</b>	<b>Receive, review and inform taxpayer of the schedule of inspection</b>	<b>None</b>		<b>4 minutes</b>	<b><i>Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Administrative Aide IV - City Planning and Development Office</i></b>
<b>3. After Inspection proceed to Window No. 3 Examiner Division for order of payment</b>	<b>Issue Order of Payment</b>	<b>None</b>		<b>5 minutes</b>	<b><i>Local Treasury Operations Officer IV - City Treasurer's Office, Local Treasury Operations Officer III - City Treasurer's Office</i></b>

<b>4. Secure Queuing Number (Payment) from the Public Assistance and Complaint Desk and proceed to Window No. 4 Cash Receipts Division for payment</b>	<b>Issue Queuing Number, Accept payment and Issue Official Receipt (OR)</b>	<b>None</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>5 minutes</b>	<b>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Local Revenue Collection Officer I - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</b>
<b>5. After payment proceed to Window No. 1 BPLD for approval of retirement of Business</b>	<b>Approval of Retirement, Release of approved Business retirement</b>	<b>None</b>		<b>5 minutes</b>	<b>Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Administrative Aide III - City Mayor's Office - BPLO</b>
<b>TOTAL</b>		<b>0.00</b>		<b>20 minutes</b>	



1) ISSUANCE OF LOCATIONAL CLEARANCE

Locational clearance for building Permit

Office or Division	City Mayor's Office - Zoning and Land Use Division				
Classification	G2C - Government to Client				
Type of Transaction	Simple				
Who may avail:	Building owner				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. 3 copies of plan * Vicinity map *site development plan * Perspective			Clients Architect/ Civil Engineer		
2. Bill of Materials			Clients Architect/ Civil Engineer		
3. Barangay construction permit			Barangay Hall		
4. TCT/Tax Declaration			registry of deeds/ city assessor's office		
5. Latest Tax Payment/ Clearance			City Treasurer's office		
6. DPWH Clearance			DPWH		
7. Certified True Copy of NTC (for cellsite)			NTC		
8. DOH Evaluation Report (For Cellsite)			DOH		
9. Barangay Council Resolution (For Cellsite)			Barangay Hall		
10. Inspection report & 1st indorsement			Office of the Building Officials		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE

submit the requirements	1. Review the submitted requirement 2. Conducts site inspection. Determines the extent of development. 3. Evaluates the application.(if with deviation, issue Notice of Deficiency) 4. Compute for the FEE 5. Issue order of payment	None	based on HLURB-Resolution no. 912 series of 2013	10 minutes	<i>Project Development Officer IV - City Mayor's Office - Zoning and Land Use Division, Project Development Officer II - City Mayor's Office - Zoning and Land Use Division</i>
settle the amount and submit the copy of receipt	1. issue 1st Indorsement Letter 2. Issue Locational Clearance 3. sign the building plan	None		5 minutes	<i>Project Development Officer IV - City Mayor's Office - Zoning, Project Development Officer II - City Mayor's Office - Zoning</i>
TOTAL		0.00		15 minutes	

12) ISSUANCE OF MAYOR'S PERMIT FOR BUSINESS PERMIT RENEWAL

Document issued to taxpayers with existing Mayor’s Permit to legally operate businesses in the City of San Pablo.



Office or Division	City Mayor's Office - BPLO
Classification	G2B - Government to Business
Type of Transaction	Simple
Who may avail:	Taxpayers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled–out Unified Business Permit Application Form	Window No.1 Business Permits and Licensing Division
2. Barangay Business Clearance (1 original copy)	Window No.1 Business Permits and Licensing Division
3. Financial Statement/ Income Tax Return/ Statement of Gross Sales/Receipts of the previous year (1 photocopy)	Taxpayer
4. Previous Year’s Mayor’s Permit	Taxpayer
5. Market Clearance if Market Stall Holder (1 original copy)	Market Division (CTO)
6. Environmental Clearance (CENRO)	Window No. 1 (Backroom Operation)
7. Zoning Clearance	Window No. 1 (Backroom Operation)
8. Sanitary Permit and Health Certificate	Window No. 1 (Backroom Operation)
9. Annual Building Inspection Certificate (OBO)	Window No. 1 (Backroom Operation)
10. Fire Safety Inspection Certificate (FSIC)	Window No. 1 (Backroom Operation)
11. Official Receipt (OR)of Payment (CTO)	Cash Receipts Division (CTO)
12. Installation of CCTV Camera and Surveillance System (with gross/sales/receipts of 300,000.00 and up)	Compliance Inspection Form (BPLO)
13. Photocopy of secondary license, permits and clearances from NGA’s for specific line of business to be submitted within 30 days from date of released of Mayor’s Permit	Taxpayer

14. If transacted by a representative: Original copy of authorization letter and photocopy of valid ID's of owner and representative				Taxpayer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit the accomplished unified business permit application form and the complete documentary requirements at Window No. 1 Business Permit Licensing Division	Receive, Review, Assess, Encode, Issue tax order payment (TOP)	None		1 hour 30 minutes	Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Assessment Clerk I - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO, Local Treasury Operations Officer IV - City Treasurer's Office, Local Treasury Operations Officer III - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Administrative Aide I - City Treasurer's Office, Local Revenue Collection Officer III - City Treasurer's Office,

					<b>Local Revenue Collection Officer I - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO, Local Revenue Collection Officer IV - City Treasurer's Office</b>
<b>2. Secure Queuing Number (Payment) at the Public Assistance and Complaint Desk and proceed to Window No. 4 Cash Receipts Division for payment of business taxes, fees and other charges</b>	<b>Issue Queuing Number, Accept/receive payment and issue Official Receipt (OR)</b>	<b>None</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>30 minutes</b>	<b>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</b>



3. Submit the Official Receipts (OR) and the complete documentary requirements at Window No. 1 BPLD	Print, Approve, Sign and Release the Mayor’s Permit, BIN Year Sticker	None		30 minutes	Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Administrative Aide III - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office
TOTAL		0.00		2 hours 30 minutes	



13) ISSUANCE OF MAYOR'S PERMIT FOR ONLINE BUSINESS PERMIT RENEWAL

Document issued to taxpayers with existing Mayor’s Permit to legally operate businesses in the City of San Pablo.

Office or Division	City Mayor's Office - BPLO		
Classification	G2B - Government to Business		
Type of Transaction	Simple		
Who may avail:	Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Online filled-out Unified Business Permit Application Form		LGU website: <a href="http://www.sanpablocitymis.com">www.sanpablocitymis.com</a>	
2. Barangay Business Clearance (1 original copy)		Window No.1 Business Permits and Licensing Division	
3. Financial Statement/ Income Tax Return/ Statement of Gross Sales/Receipts of the previous year (scanned copy)		Taxpayer	
4. Previous year's Mayor's Permit (scanned copy)		Taxpayer	
5. Market Clearance if Stall Holder (scanned copy)		Market Division, City Treasurer's Office	
6. Environmental Clearance (CENRO)		Window No. 1 (Backroom Operation)	
7. Zoning Clearance		Window No. 1 (Backroom Operation)	
8. Sanitary Permit and Health Certificate		Window No. 1 (Backroom Operation)	
9. Annual Building Inspection Certificate (OBO)		Window No. 1 (Backroom Operation)	
10. Fire Safety Inspection Certificate (FSIC)		Window No. 1 (Backroom Operation)	
11. Official Receipt (OR) of Payment (CTO)		Cash Receipts Division (CTO)	
12. Installation of CCTV Camera and Surveillance System (with gross/ sales/receipts of 300,000.00 and up) (?)		Compliance Inspection Form (BPLO)	
13. Photocopy of secondary license, permits and clearances from NGA's specific line of business to be submitted within 30 days from date of released of Mayor's Permit		Taxpayer	

14. If transacted by a representative: Original copy of authorization letter and photocopy of valid ID's of owner and representative				Taxpayer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive and Process Online Application Form. Submit the accomplished digital unified business permit application form with attachment of scanned copies of documents at the LGU website: <a href="http://www.sanpablocitymis.com">www.sanpablocitymis.com</a>	Receive, acknowledge, print, review, assess, encode, issue tax order payment (TOP)	None		1 hour 30 minutes	Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Assessment Clerk I - City Mayor's Office - BPLO, Administrative Aide III - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Administrative Aide IV - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO, Local Treasury Operations

					<b><i>Officer IV - City Treasurer's Office, Local Treasury Operations Officer III - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Administrative Aide I - City Treasurer's Office, Local Revenue Collection Officer III - City Treasurer's Office, Local Revenue Collection Officer I - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Administrative Aide IV - City Planning and Development Office, Local Revenue Collection Officer IV - City Treasurer's Office</i></b>
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<b>2. Pay online or proceed to Window No. 4 Cash Receipts Division for payment of business taxes, fees and other charges when notified</b>	<b>Accept payment and issue Official Receipt (OR)</b>	<b>None</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>30 minutes</b>	<b>Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office</b>
<b>3. Submit the Official Receipts (OR) and the complete documentary requirements at Window No. 1 BPLD</b>	<b>Print, Approve, Sign and Release the Mayor's Permit</b>	<b>None</b>		<b>30 minutes</b>	<b>Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office</b>
<b>TOTAL</b>		<b>0.00</b>		<b>2 hours 30 minutes</b>	



14) ISSUANCE OF MAYOR'S PERMIT FOR NEW BUSINESS REGISTRATION

Document issued to taxpayers to legally operate businesses in the City of San Pablo.

Office or Division	City Mayor's Office - BPLO	
Classification	G2B - Government to Business	
Type of Transaction	Simple	
Who may avail:	Taxpayers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Filled-out Unified Business Permit Application Form		Window No.1 Business Permits and Licensing Division
2. 1 photocopy of: DTI Business Name Registration (if sole proprietor); SEC Registration and Articles of Partnership/Incorporation (if partnership or corporation); CDA Registration and Articles of Cooperation (if cooperative)		Department of Trade and Industry (DTI); Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA)
3. Contract of lease and lessor Mayor's Permit if place of business is rented (1 photocopy)		Applicant
4. Business Capitalization		Applicant
5. Barangay Business Clearance (1 original copy)		Window No. 1 Business Permits and Licensing Division
6. Location of Business (Sketch/Map)		Applicant
7. Market Clearance if Stall Holder (1 original copy)		Market Division, City Treasurer's Office
8. Occupancy Permit		Office of the Building Official (OBO)
9. Environmental Clearance (CENRO)		Window No. 1 (Backroom Operation)
10. Zoning Clearance		Window No. 1 (Backroom Operation)
11. Sanitary Permit and Health Certificate		Window No. 1 (Backroom Operation)
12. Fire Safety Inspection Certificate (FSIC)		Window No. 1 (Backroom Operation)
13. Certificate of Seminar (CSWMO)		Window No. 1 (Backroom Operation)

14. Certificate Tax Exemption			Applicant		
15. Installation of CCTV Camera and Surveillance System (with capitalization of more than 150,000.00)			Compliance Inspection Form (BPLO)		
16. Photocopy of secondary license, permit and clearances if expired from NGA's for specific line of business to be submitted within 30 days from release of Mayor's Permit			Applicant		
17. If transacted by a representative: Originalcopy of authorization letter and photocopy of valid ID's of owner and representative			Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit the accomplished unified business permit application form and the complete documentary requirements at Window No. 1 Business Permits and Licensing Division	Receive, review, assess, encode, issue tax order of payment (TOP)	None		1 hour 30 minutes	Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Assessment Clerk I - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO, Local Treasury Operations Officer IV - City Treasurer's Office, Local Treasury Operations Officer III - City Treasurer's Office, Administrative Aide III - City Treasurer's

					<div>Office, Administrative Aide I - City Treasurer's Office, Local Revenue Collection Officer III - City Treasurer's Office, Local Revenue Collection Officer I - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Local Revenue Collection Officer I - City Treasurer's Office - Market, Traffic Aide I - City Mayor's Office - CTMO, Local Revenue Collection Officer IV - City Treasurer's Office</div>
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<b>2. Secure Queuing Number (Payment) at the Public Assistance and Complaint Desk and proceed to Window No. 4 Cash Receipts Division for payment of business taxes, fees and other charges</b>	<b>Issue Queuing Number, accept/receive payment and issue Official Receipt (OR)</b>	<b>None</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>30 minutes</b>	<b><i>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</i></b>
<b>3. Submit the Official Receipts (OR) and the documentary requirements at Window No 1 BPLD</b>	<b>Print, Approve, Sign and Release of Mayor's Permit and Business Identification Plate</b>	<b>None</b>		<b>30 minutes</b>	<b><i>Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office</i></b>
<b>TOTAL</b>		<b>0.00</b>		<b>2 hours 30 minutes</b>	



15) ISSUANCE OF MAYOR'S PERMIT FOR NEW ONLINE BUSINESS REGISTRATION

Document issued to taxpayers to legally operate businesses in the City of San Pablo.

Office or Division	City Mayor's Office - BPLO	
Classification	G2B - Government to Business	
Type of Transaction	Simple	
Who may avail:	Taxpayers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Online filled-out Unified Business Permit Application Form		LGU website: <a href="http://www.sanpablocitymis.com">www.sanpablocitymis.com</a>
2. Scanned copy of DTI Business Name Registration (if sole proprietor); SEC Registration and Articles of Partnership/Incorporation (if partnership or corporation) or CDA Registration and Articles of Cooperation (if cooperative)		Department of Trade and Industry (DTI); Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA)
3. Contract of lease and lessor Mayor's Permit if place of business is rented (scanned copy)		Applicant
4. Business Capitalization		Applicant
5. Barangay Business Clearance (1 original copy)		Window No.1 Business Permits and Licensing Division
6. Location of Business -Sketch/Map (scanned copy)		Applicant
7. Market Clearance If Stall Holder (scanned copy)		Market Division, City Treasurer's Office
8. Occupancy Permit (scanned copy)		Office of the Building Official (OBO)
9. Environmental Clearance (CENRO)		Window No. 1 (Backroom Operation)
10. Zoning Clearance		Window No. 1 (Backroom Operation)
11. Sanitary Permit and Health Certificate		Window No. 1 (Backroom Operation)
12. Fire Safety Inspection Certificate (FSIC)		Window No. 1 (Backroom Operation)
13. Certificate of Seminar (CSWMO)		Window No. 1 (Backroom Operation)

14. Certificate of any Tax Exemption (scanned copy)			Applicant		
15. Installation of CCTV Camera and Surveillance System (with capitalization of 150,000.00 and up)			Compliance Inspection Form (BPLO)		
16. Secondary license, permit and clearances if expired from NGA’s for specific line of business to be submitted within 30 days from release of Mayor’s Permit (scanned copy)			Applicant		
17. If transacted by a Representative: Original Copy of Authorization Letter and Photocopy of Valid ID’s of Owner and Representative (scanned copy)			Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive and Process Online Application Form. Submit the accomplished digital unified business permit application form with attachment of scanned copies of documents at the LGU website: <a href="http://www.sanpablocitymis.com">www.sanpablocitymis.com</a>	Receive, acknowledge, print, review, assess, encode, issue tax order payment (TOP)	None		1 hour 30 minutes	<i>Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO, Local Treasury Operations Officer IV - City Treasurer's Office, Local Treasury Operations Officer III - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Administrative Aide I</i>

					<b>- City Treasurer's Office, Local Revenue Collection Officer III - City Treasurer's Office, Local Revenue Collection Officer I - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Local Revenue Collection Officer IV - City Treasurer's Office</b>
<b>2. Pay online or proceed to Window No. 4 Cash Receipts Division for payment of business taxes, fees and other charges when notified</b>	<b>Accept payment and issue Official Receipt (OR)</b>	<b>None</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>30 minutes</b>	<b>Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office</b>

<b>3. Submit the Official Receipts (OR) and the complete documentary requirements at Window No. 1 BPLD</b>	<b>Print, Approve, Sign and Release the Mayor's Permit and Business Identification Plate</b>	<b>None</b>		<b>30 minutes</b>	<b><i>Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office</i></b>
<b>TOTAL</b>		<b>0.00</b>		<b>2 hours 30 minutes</b>	



16) ISSUANCE OF TRICYCLE FRANCHISE AND MAYOR'S PERMIT FOR TRICYCLE OPERATORS (NEW/RENEWAL)

Document issued to tricycle operators to legally operate Motorized Tricycle for Hire in the City of San Pablo.

Office or Division	City Mayor's Office - BPLO	
Classification	G2B - Government to Business	
Type of Transaction	Simple	
Who may avail:	Taxpayers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished and duly notarized Tricycle Franchise Application/Petition Form		City Traffic Management Office
2. Duly Approved Unified Clearance Form		City Traffic Management Office
3. Voter's Certification/ID (1 photocopy)		COMELEC
4. Police Clearance of Driver (1 original copy)		PNP-SPC Station
5. LTO Certification of Registration (CR) and Official Receipt (OR) and/or proof of ownership of tricycle (1 photocopy)		Applicant/Operator
6. Insurance Policy/Certificate of Coverage (photocopy)		Applicant/Operator
7. Professional Driver's License with Restriction Code (1 photocopy)		Applicant/Operator
8. Community Tax Certificate (1 photo Copy)		City Treasurer's Office, Barangay Hall
9. TODA Certificate of Membership (1 photocopy)		TODA Affiliation
10. Notarized Dropping Form (Change of Ownership/Change of Motorcycle Unit)		
11. Notarized Deed of Sale (Change of Ownership)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished and notarized Tricycle Franchise Application/Petition Form, duly approved Unified Clearance Form and complete documentary requirements at BPLD Tricycle Permit Counter	Receive, review, encode, assess and issue tax order payment (TOP)	None		1 hour	<i>Administrative Aide III - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO</i>
2. A.) NEW APPLICATION: Secure Queuing Number (Payment) at the Public Assistance and Complaint Desk and proceed to window No. 4 Cash Receipts Division for payment of fees and other charges	Issue Queuing Number, Accept/Receive Payment and Issue Official Receipt (OR)	None	As per Ordinance No. 2011-01	30 minutes	<i>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Administrative Aide I - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</i>

	<b>Fees to be paid: Mayor's Permit</b>	<b>385.00</b>	<b>As per Ordinance No. 2011-01</b>		<b><i>Revenue Collection Clerk II - City Treasurer's Office</i></b>
	<b>Franchise Tax</b>	<b>110.00</b>	<b>As per Ordinance No. 2011-01</b>		<b><i>Revenue Collection Clerk II - City Treasurer's Office</i></b>
	<b>Health/S.S.F.</b>	<b>63.80</b>	<b>As per Ordinance No. 2011-01</b>		<b><i>Revenue Collection Clerk II - City Treasurer's Office</i></b>
	<b>Sticker- Color Coding</b>	<b>55.00</b>	<b>As per Ordinance No. 2011-01</b>		<b><i>Revenue Collection Clerk II - City Treasurer's Office</i></b>
	<b>Docket Fee</b>	<b>27.50</b>	<b>As per Ordinance No. 2011-01</b>		<b><i>Revenue Collection Clerk II - City Treasurer's Office</i></b>
	<b>Filing Fee</b>	<b>110.00</b>	<b>As per Ordinance No. 2011-01</b>		<b><i>Revenue Collection Clerk II - City Treasurer's Office</i></b>
	<b>Tin Plate</b>	<b>330.00</b>	<b>As per Ordinance No. 2011-01</b>		<b><i>Revenue Collection Clerk II - City Treasurer's Office</i></b>
	<b>Registration Fee</b>	<b>15.00</b>	<b>As per Ordinance No. 2011-01</b>		<b><i>Revenue Collection Clerk II - City Treasurer's Office</i></b>
	<b>Sticker for Garbage</b>	<b>50.00</b>	<b>As per Ordinance No. 2011-01</b>		<b><i>Revenue Collection Clerk II - City Treasurer's Office</i></b>
	<b>Garbage Fee</b>	<b>50.00</b>	<b>As per Ordinance No. 2011-01</b>		<b><i>Revenue Collection Clerk II - City Treasurer's Office</i></b>



	<b>Seminar Fee: New Applicant</b>	<b>300.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>
	<b>Violator</b>	<b>500.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>
<b>2. B.) RENEWAL: Secure Queuing Number (Payment) at the Public Assistance and Complaint Desk and proceed to window No. 4 Cash Receipts Division for payment of fees and other charges</b>	<b>Issue Queuing Number, Accept/Receive Payment and Issue Official Receipt (OR)</b>	<b>None</b>	<b>As per Ordinance No. 2011-01</b>	<b>30 minutes</b>	<b>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Administrative Aide I - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</b>
	<b>Fees to be paid: Mayor's Permit</b>	<b>385.00</b>	<b>As per Ordinance No. 2011-01</b>		<b>Revenue Collection Clerk II - City Treasurer's Office</b>

	Franchise Tax	110.00	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office
	Health/S.S.F.	63.80	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office
	Sticker- Color Coding	55.00	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office
	Docket Fee	27.50	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office
	Annual Filing Fee	27.50	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office
	Garbage Fee	50.00	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office
	In case of late renewal/payment subject to 50% penalty, 25% surcharge and 1% monthly interest	None	As per Ordinance No. 2011-01		Revenue Collection Clerk II - City Treasurer's Office

3. Submit the Official Receipts (OR) and the complete documentary requirements at BPLD Tricycle Permit Counter for printing and issuance of Mayor’s Permit and Tricycle Franchise	Print, Approve, Sign and Release the Mayor’s Permit and Tricycle Franchise	None		30 minutes	Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office
TOTAL		2,715.10		2 hours 30 minutes	



17) CONDUCTS ACTUAL INSPECTION OF BUSINESS ESTABLISHMENT

Ocular inspections are conducted to determine and monitor the compliance of Business Establishments to the existing city ordinances, laws, rules and regulation. Also to detect illegal business operation.

Office or Division		City Mayor's Office - BPLO			
Classification		G2B - Government to Business			
Type of Transaction		Simple			
Who may avail:		Taxpayers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Presentation of Original Copy of Mayor's Permit			Taxpayer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE

1. Present Original Copy of Mayor's Permit	Check and verify the Mayor's Permit	None		5 minutes	Licensing Officer III - City Mayor's Office - BPLO, Licensing Officer II - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Administrative Aide IV - City Planning and Development Office
2. If no permit, sign and receive of Apprehension Notice	Issue Apprehension Notice	None		5 minutes	Licensing Officer III - City Mayor's Office - BPLO, Licensing Officer II - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Administrative Aide IV - City Planning and Development Office
TOTAL		0.00		10 minutes	



18) ISSUANCE OF CERTIFICATION AND APPROVAL OF OFFICIAL REQUESTS

Document requested by taxpayers, National, and Local Government Agencies, Private Institutions and concerned individuals for verification of pertinent data and information.

Office or Division	City Mayor's Office - BPLO				
Classification	G2B - Government to Business, G2C - Government to Client, G2G - Government to Government				
Type of Transaction	Simple				
Who may avail:	Requesting Party				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Letter Request (1 original copy)			Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request to Window No. 1 Business Permits and Licensing Division	Receive the request, Processing of data and information, Printing of Certification	None		30 minutes	Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO, Security Guard I - City Legal Office

2. Receive the requested documents	Approve, Sign and Release of requested documents	None		15 minutes	Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Administrative Aide IV - City Planning and Development Office
TOTAL		0.00		45 minutes	



19) ISSUANCE OF SPECIAL MAYOR'S PERMIT

Document issued to applicants who will conduct activities, events and undertakings for a short period of time.

Office or Division	City Mayor's Office - BPLO				
Classification	G2B - Government to Business				
Type of Transaction	Simple				
Who may avail:	Taxpayers				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Letter of Intent (1 original copy)			Applicant/Client		
2. Barangay Clearance (1 original copy)			Barangay Hall		
3. Official Receipt (1 original copy)			Window 4 Cash Receipts Division, City Treasurer’s Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents at Window No. 1 BPLD	Receive, Review, Assess, Issue tax order payment (TOP)	None		30 minutes	Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Administrative Aide III - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO,



					<b>Administrative Aide III - City Treasurer's Office, Administrative Aide I - City Treasurer's Office, Local Revenue Collection Officer III - City Treasurer's Office, Local Revenue Collection Officer I - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Administrative Aide III - City Treasurer's Office - Market, Local Revenue Collection Officer IV - City Treasurer's Office</b>
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<b>2. Secure Queuing Number (Payment) from the Public Assistance and Complaint Desk and proceed to Window No. 4 for payment of Special Permit</b>	<b>Issue Queuing Number, Accept and Receive Payment</b>	<b>None</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>10 minutes</b>	<b><i>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Administrative Aide I - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</i></b>
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3. After payment submit the documents and Official Receipt (OR) at Window No. 1 Business Permits and Licensing Division (BPLD)	Print, Approve, Sign and Release of Special Mayor's Permit	None		10 minutes	Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office
TOTAL		0.00		50 minutes	



20) AMMENDMENT OF DATA INFORMATION IN THE BUSINESS/MAYOR'S PERMIT/TRICYCLE FRANCHISE AND MAYOR'S PERMIT FOR TRICYCLE OPERATORS

Process involving amending data/information in their issued Business/Mayor’s Permit/Tricycle Franchise and Mayor’s Permit for Tricycle Operators

Office or Division	City Mayor's Office - BPLO				
Classification	G2B - Government to Business				
Type of Transaction	Simple				
Who may avail:	Taxpayers				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Copy of request slip (1 original copy)			Window No.1 Business Permits and Licensing Division		
2. Copy of Mayor’s Permit/Franchise (1 original copy)			Applicant/Permit Holder		
3. Copy of Official Receipt (presentation of original copy)			Window No. 4 Cash Receipts Division, CTO		
4. a. Transfer of ownership: If sole proprietor Deed of Sale or Extra Judicial Settlement with Waiver of Rights or Deed of Transfer and DTI Registration of new owner (1 photocopy); If Partnership/Corporation/Cooperative, Board Resolution, SEC/CDA Registration and Articles of Incorporation/Cooperation of thenew owner (1 photocopy) b. Transfer of Owner’s/Business address: Barangay Clearance (1 original copy) c. If rented, Lease of Contract (1 photocopy)			Applicant/Permit Holder		
5. If represented: Sole proprietor - Authorization letter and ID’s of authorized representative and Permittee (1 photocopy); If Partnership/Corporation/Cooperative – Board Resolution/Secretary Certificate relative to the request and the authorized representative (1 photocopy)			Applicant/Permit Holder		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE

<b>1. Secure and accomplish request slip at Window No. 1 BPLD</b>	<b>Issue request slip</b>	<b>None</b>		<b>1 minute</b>	<b><i>Administrative Aide III - City Mayor's Office - BPLO</i></b>
<b>2. Submit the accomplished request slip together with the required documents at Window No. 1 BPLD</b>	<b>Receive, Review and Issue Order of Payment</b>	<b>None</b>		<b>4 minutes</b>	<b><i>Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO</i></b>
<b>3. Secure Queuing Number (Payment) from the Public Assistance and Complaint Desk and proceed to Window No. 4 Cash Receipts Division for payment</b>	<b>Issue Queuing Number, Accept Payment and Issue Official Receipt</b>	<b>150.00</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>10 minutes</b>	<b><i>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</i></b>

4. After payment, proceed to Window No. 1 BPLD for approval and issuance of amended Mayor’s Permit	4. After payment, proceed to Window No. 1 BPLD for approval and issuance of amended Mayor’s Permit	None		15 minutes	Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Administrative Aide III - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO, Security Guard I - City Legal Office, Administrative Aide IV - City Planning and Development Office
TOTAL		150.00		30 minutes	



21) APPROVAL OF CERTIFIED TRUE/MACHINE COPY OF MAYOR'S PERMIT FOR BUSINESS AND MAYOR'S PERMIT FOR TRICYCLE FOR HIRE

Certified Xerox/Machine Copy of the original copy of Mayor’s Permit issued to taxpayers to be used for official and legal transactions

Office or Division		City Mayor's Office - BPLO			
Classification		G2B - Government to Business			
Type of Transaction		Simple			
Who may avail:		Taxpayer			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Copy of request slip Intent (1 original copy)			Window No.1 Business Permits and Licensing Division		
2. Copy of Mayor’s Permit (1 original copy and photocopy for authentication)			Taxpayer		
3. Copy of Official Receipt (presentation of original copy)			Window No. 4 Cash Receipts Division, CTO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill-out request slip	Issue request slip	None		1 minute	Administrative Aide III - City Mayor's Office - BPLO, Security Guard I - City Legal Office

<b>2. Submit the accomplished request slip at Window No.1 BPLD</b>	<b>Receive, review and issue order of payment</b>	<b>None</b>		<b>4 minutes</b>	<b>Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO</b>
<b>3. Secure Queuing Number (Payment) from the Public Assistance and Complaint Desk and proceed to Window no.4 Cash Receipts Division for payment</b>	<b>Issue Queuing Number, Accept payment and Issue Official Receipt (OR)</b>	<b>50.00</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>10 minutes</b>	<b>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</b>
<b>4. After payment proceed to Window No.1 BPLD for authentication of Photo Copy of Mayor's Permit</b>	<b>Processing, Approve, Sign and Release of authenticated photo copy of Mayor's Permit</b>	<b>None</b>		<b>10 minutes</b>	<b>Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Administrative Aide I - City Mayor's Office - BPLO</b>



	TOTAL	50.00		25 minutes	
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22) APPROVAL OF RETIREMENT OF BUSINESS

Upon Stoppage/Cessation of business the holder of Mayor’s Permit shall accomplish and submit application for business retirement, any tax due shall first be paid before any business or undertaking is fully terminated and to be considered as officially retired.

Office or Division	City Mayor's Office - BPLO				
Classification	G2B - Government to Business				
Type of Transaction	Simple				
Who may avail:	Taxpayers				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
1. Application form for Retirement (2 original copies)				Window No.1 Business Permits and Licensing Division	
2. Copy of Mayor’s Permit (1 original copy)				Taxpayer	
3. Business Identification Number Plate				Taxpayer	
4. Business Certification of Closure Business (1 original copy)				Brgy. Hall (Place of Business)	
5. If Corporation, Partnership, Cooperative: Board Resolution and Secretary’s Certificate of Business retirement (1 photocopy)				Taxpayer	
6. Copy of Official Receipt (presentation of original copy)				Window No. 4 Cash Receipts Division, CTO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish application form for retirement of Business	Issue application form	None		1 minute	Administrative Aide I - City Mayor's Office - BPLO, Security Guard I - City Legal Office

<b>2. Submit the accomplished application form for retirement at Window no. 1 BPLD</b>	<b>Receive, review and inform taxpayer of the schedule of inspection</b>	<b>None</b>		<b>4 minutes</b>	<b><i>Licensing Officer II - City Mayor's Office - BPLO, Licensing Officer I - City Mayor's Office - BPLO, Security Guard I - City Mayor's Office - BPLO, Administrative Aide IV - City Planning and Development Office</i></b>
<b>3. After Inspection proceed to Window No. 3 Examiner Division for order of payment</b>	<b>Issue Order of Payment</b>	<b>None</b>		<b>5 minutes</b>	<b><i>Local Treasury Operations Officer IV - City Treasurer's Office, Local Treasury Operations Officer III - City Treasurer's Office</i></b>

<b>4. Secure Queuing Number (Payment) from the Public Assistance and Complaint Desk and proceed to Window No. 4 Cash Receipts Division for payment</b>	<b>Issue Queuing Number, Accept payment and Issue Official Receipt (OR)</b>	<b>None</b>	<b>As per Ordinance No. 2012-40 "Revised Revenue Code of San Pablo City"</b>	<b>5 minutes</b>	<b><i>Assessment Clerk I - City Mayor's Office - BPLO, Local Treasury Operations Officer II - City Treasurer's Office, Administrative Aide IV - City Treasurer's Office, Administrative Aide III - City Treasurer's Office, Local Revenue Collection Officer II - City Treasurer's Office, Local Revenue Collection Officer I - City Treasurer's Office, Revenue Collection Clerk II - City Treasurer's Office, Traffic Aide I - City Mayor's Office - CTMO</i></b>
<b>5. After payment proceed to Window No. 1 BPLD for approval of retirement of Business</b>	<b>Approval of Retirement, Release of approved Business retirement</b>	<b>None</b>		<b>5 minutes</b>	<b><i>Licensing Officer IV - City Mayor's Office - BPLO, Licensing Officer III - City Mayor's Office - BPLO, Administrative Aide III - City Mayor's Office - BPLO</i></b>
<b>TOTAL</b>		<b>0.00</b>		<b>20 minutes</b>	



2) ISSUANCE OF LOCATIONAL CLEARANCE

Locational clearance for building Permit

Office or Division	City Mayor's Office - Zoning and Land Use Division				
Classification	G2C - Government to Client				
Type of Transaction	Simple				
Who may avail:	Building owner				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. 3 copies of plan * Vicinity map *site development plan * Perspective			Clients Architect/ Civil Engineer		
2. Bill of Materials			Clients Architect/ Civil Engineer		
3. Barangay construction permit			Barangay Hall		
4. TCT/Tax Declaration			registry of deeds/ city assessor's office		
5. Latest Tax Payment/ Clearance			City Treasurer's office		
6. DPWH Clearance			DPWH		
7. Certified True Copy of NTC (for cellsite)			NTC		
8. DOH Evaluation Report (For Cellsite)			DOH		
9. Barangay Council Resolution (For Cellsite)			Barangay Hall		
10. Inspection report & 1st indorsement			Office of the Building Officials		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	LEGAL BASIS	PROCESSING TIME	PERSON RESPONSIBLE

submit the requirements	1. Review the submitted requirement 2. Conducts site inspection. Determines the extent of development. 3. Evaluates the application.(if with deviation, issue Notice of Deficiency) 4. Compute for the FEE 5. Issue order of payment	None	based on HLURB-Resolution no. 912 series of 2013	10 minutes	<i>Project Development Officer IV - City Mayor's Office - Zoning and Land Use Division, Project Development Officer II - City Mayor's Office - Zoning and Land Use Division</i>
settle the amount and submit the copy of receipt	1. issue 1st Indorsement Letter 2. Issue Locational Clearance 3. sign the building plan	None		5 minutes	<i>Project Development Officer IV - City Mayor's Office - Zoning, Project Development Officer II - City Mayor's Office - Zoning</i>
TOTAL		0.00		15 minutes	

