



BUSINESS PERMIT AND LICENSING OFFICE

APPLYING FOR RENEWAL OF BUSINESS PERMIT

Service: FACE TO FACE OVER THE COUNTER

All business establishments are required to secure Business Permit and pay business taxes, commensurate regulatory fees and charges before they start of commercial operations. The license must be renewed from January 1 to 20 every year unless extension is granted by the Sanggunian through ordinance, penalties are imposed after this period. Renewal is based on the gross sales/gross receipts of the prior year. Payments maybe made annually, semi-annually or quarterly. Taxes are due on the first 20 days of each quarter.

Office or Division:	BUSINESS PERMITS AND LICENSING OFFICE			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	GOVERNMENT TO CITIZEN			
Who may avail:	CITIZEN DOING BUSINESS WITHIN THE CITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form		BPLO office		
2. Previous Mayor's Permit to Operate/ Previous Official Receipt		Owner		
3. Quarterly VAT / Monthly Percentage Tax / Income Tax Return with BIR received /Financial Statement /Declaration of Sales		BIR Office		
4. Barangay Clearance		Barangay		
5. CONTRACT OF LEASE/TAX RECEIPT(AMILIAR)/ BLDG. ADMIN CERTIFICATION/LESSOR PERMIT		PLACE WHERE YOUR BUSINESS IS LOCATED		
6. a. CENRO (Environmental Clearance) b. Sanitary Permit c. Fire Clearance d. Locational Clearance		BUSINESS ONE STOP SHOP (BOSS)		
7. Certificate of Occupancy or Certificate of Used		G/F Bldg. Official		
8. PESO Certificate		2 ND Floor City Hall		
9. Cedula		Treasury Office		
10. Other (as required by the law and Ordinance)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the BPLO Public Information Desk for application form, other inquires and secure transaction ticket	Issue application form and answer inquiries or provide information about the service, issue transaction ticket	none	5 mins	Public Information Representative
2. Proceed to the designated counter flashed on the screen and submit application form together the required documents	2.a. Review / Assessment of declared gross sales and attached requirements	None	15 mins	Customer Service Rep./frontliner
	2.b. Issuance of Tax Order of Payment (requirements provided shall be returned back to the client)	None		Customer Service Rep./frontliner

3. Payment of Fees	Receive payment & Issue Official Receipt	Refer to the Tax Code of San Juan City	5 mins	City Treasury Office
4. Submission of photocopies of the Official Receipt and all other requirements to BPLO	4.a validation for the completeness of the requirements	None	5 mins.	Customer Service Rep./frontliner
	4.b. Printing of Business Permit	None	5 mins	Department Head
	4.c. Review/ Signing of Business Permit	None	10 mins.	
Receipt of Business Permit	Release of Buisness Permit	None	3 mins	Customer Service Rep./frontliner

END OF TRANSACTION TOTAL TIME : 48 MINS

Service : ONLINE TRANSACTION

Office or Division:	BUSINESS PERMITS AND LICENSING OFFICE			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	GOVERNMENT TO CITIZEN			
Who may avail:	CITIZEN DOING BUSINESS WITHIN THE CITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form		E-Mail (request for downloadable form)		
2. Previous Mayor’s Permit to Operate/ Previous Official Receipt		Owner		
3. Quarterly VAT / Monthly Percentage Tax / Income Tax Return with BIR received /Financial Statement /Declaration of Sales		BIR Office		
4. Barangay Clearance		Barangay		
5. CONTRACT OF LEASE/TAX RECEIPT(AMILIAR)/ BLDG. ADMIN CERTIFICATION/LESSOR PERMIT		PLACE WHERE YOUR BUSINESS IS LOCATED		
6. a. CENRO (Environmental Clearance) b. Sanitary Permit c. Fire Clearance d. Locational Clearance		BUSINESS ONE STOP SHOP (BOSS)		
6. Certificate of Occupancy or Certificate of Used		G/F Bldg. Official		
6. PESO Certificate		2 ND Floor City Hall		
7. Cedula		Treasury Office		
8. Other (as required by the law and Ordinance)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Mag-request ng	Issue downloadable	none	5 mins	Public Information

Downloadable Form thru E-mail at I-fill up E-Mail Address: bplo_csj@yahoo.com bplo@sanjuancity.gov.ph	application form and answer inquiries or provide information about the service, thru e-mail			Representative assigned online
2. I-SEND sa e-mail address: bplo_csj@yahoo.com bplo@sanjuancity.gov.ph kasama ang mga sumusunod: - VAT RETURN (2550Q / 2551M) and - AUDITED FINANCIAL STATEMENT - Previous Business Permit and TOP	Review / Assessment of declared gross sales and attached requirements	None	15 mins	Customer Service Rep./frontliner
3. Hintayin ang tawag / e-mail mula sa BPLO para sa inyong TAX ORDER OF PAYMENT	Issuance of Tax Order of Payment (requirements provided shall be returned back to the client)	None	5 mins	Customer Service Rep./frontliner
4. Payment of Fees	Receive payment & Issue Official Receipt	Refer to the Tax Code of San Juan City	5 mins	City Treasury Office
5. I-scan at I-email ang mga requirements para ma-proseso ang inyong BUSINESS PERMIT:	5.a validation for the completeness of the requirements	None	10 mins.	Customer Service Rep./frontliner
	5.b. Printing of Business Permit	None	5 mins	Customer Service Rep./frontliner
	5.c. Review/ Signing of Business Permit	None	10 mins.	Department Head
6. Hintayin ang tawag / email mula sa BPLO kung kailan makukuha ang inyong BUSINESS PERMIT o maaaring tumawag sa 86559697 upang mag-follow up.	5.a. Releasing of Business Permit	None	3 mins	Customer Service Rep./Frontliner

END OF TRANSACTION TOTAL TIME : 58 MINS

Service : DROP BOX TRANSACTION

Office or Division:	BUSINESS PERMITS AND LICENSING OFFICE			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	GOVERNMENT TO CITIZEN			
Who may avail:	CITIZEN DOING BUSINESS WITHIN THE CITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form		E-Mail (request for downloadable form)		
2.Previous Mayor’s Permit to Operate/ Previous Official Receipt		Owner		
3.Quarterly VAT / Monthly Percentage Tax / Income Tax Return with BIR received /Financial Statement /Declaration of Sales		BIR Office		
4. Barangay Clearance		Barangay		
5. CONTRACT OF LEASE/TAX RECEIPT(AMILIAR)/ BLDG. ADMIN CERTIFICATION/LESSOR PERMIT		PLACE WHERE YOUR BUSINESS IS LOCATED		
6. a. CENRO (Environmental Clearance) b. Sanitary Permit c. Fire Clearance d. Locational Clearance		BUSINESS ONE STOP SHOP (BOSS)		
7. Certificate of Occupancy or Certificate of Used		G/F Bldg. Official		
8. PESO Certificate		2 ND Floor City Hall		
9. Cedula		Treasury Office		
10. Other (as required by the law and Ordinance)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha ng Renewal Form at i-Fill up sa information desk	Issue application form and answer inquiries or provide information about the service,	none	5 mins	Public Information Representative
2. . Ilagay lahat ng mga sumusunod sa loob ng BROWN ENVELOPE at isulat and BUSINESS NAME sa harap ng Envelope: - VAT RETURN 2020 (2550Q / 2551M) and AUDITED FINANCIAL	2.a. Review / Assessment of declared gross sales and attached requirements	None	15 mins	Customer Service Rep./frontliner

STATEMENT - Previous Business Permit and TOP				
3. Hintayin ang tawag / e-mail mula sa BPLO para sa inyong TAX ORDER OF PAYMENT	3.a. Issuance of Tax Order of Payment (requirements provided shall be returned back to the client)	None	5 mins	Customer Service Rep./frontliner
4. Payment of Fees	Receive payment & Issue Official Receipt	Refer to the Tax Code of San Juan City	5 mins	City Treasury Office
5. Ilagay ang mga sumusunod sa loob ng envelope ang mga requirements para ma-proseso ang inyong BUSNISS PERMIT:	5.a validation for the completeness of the requirements	None	10 mins.	Customer Service Rep./frontliner
	5.b. Printing of Business Permit	None	5 mins	Customer Service Rep./frontliner
	5.c. Review/ Signing of Business Permit	None	10 mins.	Department Head
6. Hintayin ang tawag mula sa BPLO kung kalian makukuha ang inyong BUSINESS PERMIT o maaaring tumawag sa 86559697 upang mag-follow up.	Releasing of Business Permit	None	3 mins	Customer Service Rep./Frontliner

END OF TRANSACTION TOTAL TIME : 58 MINS