

**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.**

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| **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** | | | |
| 1. **Previous Mayor’s Permit to Operate/**   **Previous Official Receipt** | | **Owner** | | | |
| 1. **Quarterly VAT / Monthly Percentage**   **Tax / Income Tax Return with BIR received /Financial Statement /Declaration of Sales** | | **BIR Office** | | | |
| 1. **Barangay Clearance** | | **Barangay** | | | |
| 1. **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)** | | | |
| 1. Certificate of Occupancy or Certificate of Used | | **G/F Bldg. Official** | | | |
| 1. PESO Certificate | | **2ND Floor City Hall** | | | |
| 1. **Cedula** | | **Treasury Office** | | | |
| 1. **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 Representive |
| 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  2.b. Issuance of Tax Order of Payment (requirements provided shall be returned back to the client) | None  None | 15 mins | Customer Service Rep./frontliner  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  4.b. Printing of Business Permit  4.c. Review/ Signing of Business Permit | None  None  None | 5 mins.  5 mins  10 mins. | Customer Service Rep./frontliner  Department Head |
| 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**

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| **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 downloadble form)** | | | |
| 1. **Previous Mayor’s Permit to Operate/**   **Previous Official Receipt** | | **Owner** | | | |
| 1. **Quarterly VAT / Monthly Percentage**   **Tax / Income Tax Return with BIR received /Financial Statement /Declaration of Sales** | | **BIR Office** | | | |
| 1. **Barangay Clearance** | | **Barangay** | | | |
| 1. **CONTRACT OF LEASE/TAX RECEIPT(AMILIAR)/ BLDG. ADMIN CERTIFICATION/LESSOR PERMIT** | | **PLACE WHERE YOUR BUSINESS IS LOCATED** | | | |
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| 1. PESO Certificate | | **2ND Floor City Hall** | | | |
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| 1. **Other (as required by the law and Ordinance)** | |  | | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Mag-request ng Downloadable Form thru E-mail at I-fill up   E-Mail Address: [bplo\_csj@yahoo.com](mailto:bplo_csj@yahoo.com)  bplo@sanjuancity.  gov.ph | Issue downloadable application form and answer inquiries or provide information about the service, thru e-mail | none | 5 mins | Public Information Representive assigned online |
| 2. I-SEND sa e-mail address:  [bplo\_csj@yahoo.com](mailto: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 |
| 1. 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 |
| 1. I-scan at I-email ang mga requirements para ma-proseso ang inyong BUSINESS PERMIT: | 5.a validation for the completeness of the requirements  5.b. Printing of Business Permit  5.c. Review/ Signing of Business Permit | None  None  None | 10 mins.  5 mins  10 mins. | Customer Service Rep./frontliner  Customer Service Rep./frontliner  Department Head |
| 1. Hintayin ang tawag / email mula sa BPLO kung kalian 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**

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| 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 downloadble 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 | | | |
| 1. Barangay Clearance | | Barangay | | | |
| 1. **CONTRACT OF LEASE/TAX RECEIPT(AMILIAR)/ BLDG. ADMIN CERTIFICATION/LESSOR PERMIT** | | **PLACE WHERE YOUR BUSINESS IS LOCATED** | | | |
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| 1. Certificate of Occupancy or Certificate of Used | | G/F Bldg. Official | | | |
| 1. PESO Certificate | | 2ND Floor City Hall | | | |
| 1. Cedula | | Treasury Office | | | |
| 1. 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 |
| 1. . 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 STATEMENT * Previous Business Permit and TOP | 2.a. Review / Assessment of declared gross sales and attached requirements | None | 15 mins | Customer Service Rep./frontliner |
| 1. 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 BUSNIESS PERMIT: | 5.a validation for the completeness of the requirements  5.b. Printing of Business Permit  5.c. Review/ Signing of Business Permit | None  None  None | 10 mins.  5 mins  10 mins. | Customer Service Rep./frontliner  Customer Service Rep./frontliner  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**