

BUSINESS PERMITS AND LICENSING OFFICE

Service Category

BPLO-001 | ISSUANCE OF BUSINESS PERMIT/MAYOR'S PERMIT FOR RENEWAL of BUSINESSES

Service Information

Office or Division:		BUSINESS PERMITS AND LICENSING OFFICE		
Classification:		Simple		
Type of Transaction:		G2C-Government to Client		
Who may avail:		ALL		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application Form		Business Permits & Licensing Office		
CTC (Community Tax Certificate)		Municipal Treasurer's Office		
Barangay Clearance		Barangay where the residence of the owner is located		
Barangay Business Clearance,		Barangay where the business is located		
Sanitary Permit		Municipal Health Office (Health Center, RHU)		
Approval Recommendation from Assessor		Municipal Assessor's Office		
Zoning Clearance		Municipal Planning and Development Council		
Approval Recommendation from the Building Official		Municipal Engineering Office		
Approval Recommendation from MENRO		Municipal Environment and Natural Resources Office		
Fire Safety Inspection Certificate		Bureau of Fire Protection (BFP)		
Official Receipt		Municipal Treasurer's Office		
Bauang Tourism Council (BTC) Certificate (for tourism related business)		BTC Secretariat Office (Mark Teresa Apartments)		
Other applicable/pertinent documents which may be required by the National or Local Agencies		Concerned Agencies		
Post Issuance Requirements:				
SSS Clearance		Social Security System (SSS) Regional Office 1		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the duly accomplished application form and complete requirements	Examines the submitted application form and requirements	*Pls. refer to the schedule of fees and taxes collected by the Municipal Treasurer's Office as manifested in their Citizens' Charter	15 minutes	Marlita G. Biason
	Prepares and prints Business Permit			<i>Manny Federico Rogelio de Castro Randy Hernandez Earl V. Madayag</i>
Client receives business permit	Issue/Release Business Permit			Marlita G. Biason

BPLO-002 | ISSUANCE OF BUSINESS PERMIT/MAYOR'S PERMIT FOR NEW BUSINESSES

Service Information

Office or Division:	BUSINESS PERMITS AND LICENSING OFFICE			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application Form	Business Permits & Licensing Office			
CTC (Community Tax Certificate)	Municipal Treasurer's Office			
Barangay Clearance	Barangay where the residence of the owner is located			
Barangay Business Clearance,	Barangay where the business is located			
Sanitary Permit	Municipal Health Office (Health Center, RHU)			
Approval Recommendation from Assessor	Municipal Assessor's Office			
Zoning Clearance	Municipal Planning and Development Council			
Approval Recommendation from the Building Official	Municipal Engineering Office			
Approval Recommendation from MENRO	Municipal Environment and Natural Resources Office			
Fire Safety Inspection Certificate	Bureau of Fire Protection (BFP)			
Official Receipt	Municipal Treasurer's Office			
Bauang Tourism Council (BTC) Certificate (for tourism related business)	BTC Secretariat Office (Mark Teresa Apartments)			
Other applicable/pertinent documents which may be required by the National or Local Agencies	Concerned Agencies			
DTI Certificate- for single proprietorship	DTI Negosyo Center, Accacia Arcade			
SEC Registration & Articles of Incorporation- for corporation	Security & Exchange Commission			
CDA Certificate	Cooperative Development Authority			
Contract of Lease (for renters only)	Owner of Building/Location			
Post Issuance Requirements:				
SSS Clearance	Social Security System (SSS) Regional Office 1			
PhilHealth Certificate	Philhealth Regional office 1			
Pag-Ibig Certificate	Home Development Mutual Fund Region 1			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the duly accomplished application form and complete requirements	1. Examines the submitted application form and requirements	*Pls. refer to the schedule of fees and taxes collected by the Municipal Treasurer's Office as manifested in their Citizens' Charter	15 minutes	Marlita G. Biason
	2. Prepares and prints Business Permit	Regular – 85php Student – 50php	5 minutes	Manny Federico Rogelio de Castro Randy Hernandez Earl V. Madayag

BPLO-003 | ISSUANCE OF PUBLIC UTILITY TRICYCLE PERMIT

Service Information

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Office or Division:	Business Permits and Licensing Office (BPLO)
Classification:	Frontline
Type of Transaction:	External
Who may avail:	Persons employed in private business entities located within the territorial jurisdiction of the municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished application form	
	Business Permits and Licensing Office
Community Tax Certificate (cedula)	Municipal Treasurer's Office
Barangay Clearance	Barangay where the residence of the applicant is located
Municipal Trial Court Clearance	Municipal Trial Court (2/F Accacia Arcade)
Police Clearance	Bauang Police Station
Official Receipt of payment for Individual Working permit fees	Municipal Treasurer's Office
Special Permit for Foreign Nationals and persons below 18 years of age	Department Of Labor & Employment
Valid Professional Driver's License with Restriction Code 1 (for public utility tricycle drivers)	Land Transportation Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished application form and requirements	1. Examines the application form and requirements	*Pls. refer to the schedule of fees and taxes collected by the Municipal Treasurer's Office as manifested in their Citizens' Charter	10 Minutes	Manny Federico
				Randy Hernandez
				Rogelio de Castro
				Earl Madayag
	2. Prepares and prints permit	Regular – 85 pesos	5 minutes	
2. Client receives permit	3. Signs & Releases permit	NONE	5 minutes	Marlita G. Biason
				Rogelio de Castro

BPLO-004 | ISSUANCE OF INDIVIDUAL WORKING PERMIT

Service Information

Office or Division:	Business Permits and Licensing Office			
Classification:	Frontline			
Type of Transaction:	External			
Who may avail:	Persons or entities with duly approved franchise/s to operate motorized tricycle (cab) for hire			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished Application Form			Business Permits & Licensing Office	
Community Tax Certificate (cedula)			Municipal Treasurer's Office	
Barangay Clearance			Barangay where the residence of the owner is located	
Barangay Business Clearance			Barangay where the boat is harbored	
Municipal Trial Court Clearance			Municipal Trial Court (2/F Accacia Arcade)	
Police Clearance			Bauang Police Station	
Sanitary Permit			Municipal Health Office (Health Center, RHU)	
Certification/Endorsement from MAO			Municipal Agriculture Office	
Official Receipt for permit fees			Municipal Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished application form and requirements	1. Examines the application form and requirements	*Pls. refer to the schedule of fees and taxes collected by the Municipal Treasurer's Office as manifested in their Citizens' Charter	15 minutes	Marlita G. Biason Rogelio de Castro Randy Hernandez Earl Madayag
	2. Prepares and prints permit	NONE	5 minutes	
		NONE	10 minutes	
			5 minutes	Marlita G. Biason Rogelio de Castro

BPLO-005| ISSUANCE OF FISHING BOAT PERMIT
 Service Information

Office or Division:	Business Permits & Licensing Office (BPLO)			
Classification:	Frontline			
Type of Transaction:	External			
Who may avail:	Individuals or Companies conducting advertising and promotional activities within the jurisdiction of the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		From Applicant		
Official Receipt of Payment		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter of Request and Official receipt from the MTO	1. Examines requirements, prepares, prints & signs permit	*Pls. refer to the schedule of fees and taxes collected by the Municipal Treasurer's Office as manifested in their Citizens' Charter	5 Minutes	<i>Marlita G. Biason</i>
1. Submits Letter of Request and Official receipt from the MTO	1. Examines requirements, prepares, prints & signs permit	*Pls. refer to the schedule of fees and taxes collected by the Municipal Treasurer's Office as manifested in their Citizens' Charter	5 Minutes	<i>Marlita G. Biason</i>

**BPLO-006 | ISSUANCE OF PERMIT TO INSTALL STREAMERS/BANNERS,
PROMOTIONAL ACTIVITY, MOTORCADE**
Service Information

Office or Division:	Business Permits & Licensing Office (BPLO)			
Classification:	Frontline			
Type of Transaction:	External			
Who may avail:	Individuals who apply for Mayor's Permit as required by private or government agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Community Tax Certificate (cedula)	1. Examines requirements, prepares, prints & signs permit	*Pls. refer to the schedule of fees and taxes collected by the Municipal Treasurer's Office as manifested in their Citizens' Charter	5 Minutes	<i>Marlita G. Biason</i> Randy G. Hernandez Manny M. Federico
Barangay Clearance	2. Releases clearance			
Barangay Business Clearance				
Municipal Trial Court Clearance				
Police Clearance				
Official Receipt for permit fees				

BPLO-006 | ISSUANCE OF MAYOR'S CLEARANCE

Service Information

Office or Division:	Business Permits & Licensing Office (BPLO)			
Classification:	Frontline			
Type of Transaction:	External			
Who may avail:	Individuals who apply for Mayor's Permit as required by private or government agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Community Tax Certificate (cedula)	1. Examines requirements, prepares, prints & signs permit	*Pls. refer to the schedule of fees and taxes collected by the Municipal Treasurer's Office as manifested in their Citizens' Charter	5 Minutes	<i>Marlita G. Biason</i>
Barangay Clearance	2. Releases clearance			Manny M. Federico
Barangay Business Clearance				
Municipal Trial Court Clearance				
Police Clearance				
Official Receipt for permit fees				