

5. Issuance of New Business / Mayor's Permits

This service is to implement local revenue code and power of taxation particularly in the issuance of business permits.

Office or Division:	Business Permits & Licensing Office
Classification:	Simple / Complex (for micro and small businesses only) Highly technical (for environment-critical businesses)
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All proprietors with new businesses within the municipality
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Accomplished Unified Application Form (1 Original Copy) Department of Trade and Industry (DTI) Business Name Registration for sole proprietorship (1 Photocopy) Securities Exchange Commission (SEC) Registration for partnership or corporation (1 Photocopy) Cooperative Development Authority Registration (CDA) for cooperative (1 Photocopy) Contract of Lease (if lessee) (1 Photocopy) Other requirements stated in Annex 4 of JMC -01-2021 (1 Photocopy) Cedula 	<ul style="list-style-type: none"> Tagoloan Negosyo Center Building - Business Permits & Licensing Office For ONLINE APPLICANT, apply online thru https://bpbc6.ibpls.com/tagoloanmisamisoriental/ Visit Tagoloan Negosyo Center or register online thru this link https://bnrs.dti.gov.ph Securities Exchange Commission Cooperative Development Authority Secure contract from your lessor From other concerned government agencies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit accomplished Unified Application Form with complete requirements (walk-in)</p> <p>(For online applicant) Register at https://bpbc6.ibpls.com/tagoloanmisamisoriental/, accomplished the form online and attached necessary requirements.</p>	<p>1.1 Accept, verify & process application.</p> <p>1.2 Online verification band endorsement by endorsing offices; Office of the Building Official, Municipal Health Office and Bureau of Fire Protection</p>	<p>none</p>	<p>15 minutes</p> <p>15 minutes</p>	<p><i>Business Permits & Licensing Officer / Admin Aide III</i></p> <p><i>Business Permits & Licensing Office Sanitary Inspector VI</i></p> <p><i>Municipal Health Office Engineer III</i></p> <p><i>Office of the Building Official Fire Safety Enforcement Sector Officer</i></p> <p><i>Bureau of Fire Protection</i></p>

<p>2. Proceed to Municipal Treasurer's Office for Assessment of Fees & Payment</p>	<p>2.1 Assessment of taxes, and fees including Cedula, Sanitary Permit, Barangay Clearance and other regulatory fees, release order of payment, receive payment and release of official receipt.</p> <p>Bureau of Fire and Protection: Release order of payment, accept payment. Release official receipt</p>	<p>Refer to your tax order of payment / assessment</p> <p>Fixed regulatory rate: *Secretary fee – 50.00 *Health Certificate (per no. of employee) Foodhandler – 120.00 Non-food – 100.00 *Sanitary Inspection Fee – per area by sqm. Environmental – per line of business, per area</p>	<p>1 hour</p>	<p><i>Revenue Collectors Municipal Treasurer's Office</i></p>
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<p>3. Proceed to Business Permits & Licensing Office for the release of permit, barangay clearance & sanitary permit.</p>	<p>3. Printing and releasing of computer-generated Business Permit together with the Barangay Clearance & Sanitary Permit.</p>	<p>None</p>	<p>25 minutes</p>	<p><i>Revenue Collection Clerk II</i> Business Permits & Licensing</p>
<p>Accomplish the Client Satisfaction Survey and drop it to the feedback box</p>	<p>Request clients to accomplish Client Satisfaction Survey</p>		<p>5 minutes</p>	<p><i>Admin Aide III</i> Business Permits & Licensing Office</p>
<p>TOTAL:</p>			<p>2 hours</p>	