

7. Renewal of 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 existing businesses in the municipality			
CHECKLISTS OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Accomplished Unified Application Form (1 Original) Income Tax Return (ITR), Financial Statements, Sworn Declaration from previous year (1 Photocopy) Cedula 		- Tagoloan Negosyo Center Building - Business Permits & Licensing Office - For ONLINE APPLICANT, apply online thru https://bpbc6.ibpls.com/tagoloanmisamisoriental		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Unified Application Form with complete requirements (walk-in) (For online applicant) Register at https://bpbc6.ibpls.com/tagoloanmisamisoriental/ accomplished the form online and attached necessary requirements.	1.1 Accept, verify & process application. 1.2 Online verification and endorsement by endorsing offices; Office of the Building Official, Municipal Health Office,	None	15 minutes 15 minutes	<i>Business Permits & Licensing Officer / Admin Aide III</i> Business Permits & Licensing Office <i>Sanitary Inspector VI</i> Municipal Health Office <i>Engineer III</i> Office of the Building Official <i>Fire Safety Enforcement Sector Officer</i> Bureau of Fire Protection

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<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</i> Municipal Treasurer's Office</p>
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<p>3. Proceed to Business Permits & Licensing Office for the release of permit, barangay clearance & sanitary permit.</p>	<p>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</i> // Business Permits & Licensing Office</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>	