

Securing a New Business Permit

- All enterprises are required to secure a Business Permit before the start of business operations.
- All issued permits are subject to "Post-Audit" inspections.
- All requirements should photocopy. (**1 copy of each document**) except for the picture of the establishment.

BUSINESS PERMITS ARE NOT ISSUED FROM JANUARY 2 – 20 DUE TO THE NUMBER OF RENEWALS.

New Business Permit	
Office or Division:	Business Permits and Licensing Office
Classification	Simple
Type of Transaction	Government to Citizen
Who may avail:	Business Taxpayer
Checklist of Requirements	Where to Secure
Accomplished Application Form	Business Permits and Licensing Office
Proof of Business Registration if Single Proprietor or Corporation <ul style="list-style-type: none"> • Articles of Incorporation • DTI Registration • CDA Accreditation 	Securities and Exchange Commission Department of Trade and Industry Cooperative Development Authority
Proof of right to occupy the place of business/ownership <ul style="list-style-type: none"> • If renting: Lease Contract • If property Owned: Tax declaration • If not renting: Letter of Consent 	Lessor Owner Owner
Barangay Clearance	Barangay where the establishment is located
Locational Clearance	City Planning Development Office
Occupancy Permit	Local Building Office

Location sketch of the business	Requestee			
3R picture of establishment colored 2x2 ID picture for Single Proprietorship, Company Logo (for corporation, partnership, cooperative)	Requestee			
Insurance (CGL)	Requestee's Insurance Company			
Official receipt and Statement of Account	City Treasurer's Office			
Some business may have additional requirements imposed by National Agencies.	National Government Offices <i>NOTE: In lieu of a submission, applicants are required to execute an Undertaking to secure and submit the additional requirements to the BPLO. Failure to submit within the required period may result in Apprehension Notices and/or a Cease-and-Desist Order whichever is applicable. (ARTA-DTI-DILG-DICT Joint Memorandum Circular 01, s 2021 entitled "Guidelines for Processing Business Permits and Related Clearances and Licenses in All Cities and Municipalities")</i>			
If applying through a representative: For Sole Proprietor: Letter of Authority or Special Power of Attorney For Corporation and Cooperative: Secretary's Certificate or Board Resolution For One Person Corporation: Written Resolution duly Notarized For Partnership: Partnership Resolution <i>*Attach photocopies of the Valid ID of both, the person being represented and the authorized representative.</i>	Owner or President/Treasurer of establishment			
CLIENT STEPS	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application	1. Receive documents and applicant interview	none	30 mins	CITY HALL • Judith Ignacio-ADMIN AIDE III

<p>form with complete requirements.</p>	<p>a. Verify the completeness of the application and supporting documents submitted by the applicant</p> <p>b. Interview applicant and create business profile based on information gathered from interview and documents submitted</p> <p>c. Endorse to next step.</p>			<ul style="list-style-type: none"> • Marivic Llagas-ADMIN OFFICER I • Rushelle Merida-ADMIN AIDE III • Jennifer G. Franco-ADMIN AIDE III • Maurice C. Manuel-ADMIN AIDE III • Datuharis M. Tatak-ADMIN ASST SM AURA • Jacklyn Famoleras-ADMIN OFFICER I • Carl Bryant Gayanes- ADMIN AIDE II • Mary Grace Sincuya-ADMIN AIDE VI • Marjorie Ocquiana-ADMIN AIDE III • Mary Jane Agulto-ADMIN AIDE III • Franel Leika Reblora-ADMIN AIDE II • Raquel Bautista-ADMIN AIDE III • Melmar Pedrosa- ADMIN AIDE I • Ian Richard Quilisadio- CLERK I • Marlene Mañoaca- Clerk I
<p>2. Pay relevant Business Taxes and Fees</p>		<p>See: Ordinance Number 34 Series of 1993 as (amended)</p>		<p>City Treasurer's Office</p>

<p>3. Present photocopies of the Notice of Assessment and Official Receipt from the City Treasurer's Office and claim Business Permit together with all other requirements.</p>	<p>2. Receiving and processing of Business Permit</p> <p>a. Receive the application form, SOA and OR and other required documents.</p> <p>b. Endorse to the Inspection Team for physical verification.</p>	<p>None</p>	<p>10 mins.</p>	<p>CITY HALL</p> <ul style="list-style-type: none"> • Judith Ignacio-ADMIN AIDE III • Marivic Llagas-ADMIN OFFICER I • Rushelle Merida-ADMIN AIDE III • Jennifer G. Franco-ADMIN AIDE III • Maurice C. Manuel-ADMIN AIDE III • Datuharis M. Tatak-ADMIN ASST <p>SM AURA</p> <ul style="list-style-type: none"> • Jacklyn Famoleras-ADMIN OFFICER I • Carl Bryant Gayanes- ADMIN AIDE II • Mary Grace Sincuya-ADMIN AIDE VI • Marjorie Ocquiana-ADMIN AIDE III • Mary Jane Agulto-ADMIN AIDE III • Franel Leika Reblora-ADMIN AIDE II • Raquel Bautista-ADMIN AIDE III • Melmar Pedrosa- ADMIN AIDE I • Ian Richard Quilisadio-CLERK I • Marlene Mañoaca- Clerk I
	<p>d. Print Business Permit</p>		<p>10 mins</p>	<p>CITYHALL</p> <ul style="list-style-type: none"> • Joel Taule-ADMIN AIDE III

				<ul style="list-style-type: none"> • Ma. Cristine Piamonte- <i>CLERK I</i> SM AURA <ul style="list-style-type: none"> • Rod Roderick Rommel T. Ladaga-<i>ADMIN AIDE III</i> • Duane Randall Gonzaga-<i>ADMIN AIDE III</i> • Rosanna Cruz-<i>ADMIN AIDE III</i> • Ciar Yna Sadji-<i>ADMIN AIDE II</i> • Joel Taule-<i>ADMIN AIDE III</i> • Jomar Adarne-<i>ADMIN AIDE I</i> • Christian Manzano-<i>CLERK II</i> • Jericho Roma- <i>CLERK II</i>
	e. Conduct Quality Assurance and final review of the application		10 mins	CITY HALL <ul style="list-style-type: none"> • Agnes Franco-<i>ADMIN ASST. IV</i> • Norlita M. Espiritu- <i>ADMIN ASST III</i> • Marilou Ballesteros-<i>ADMIN ASST III</i> SM AURA <ul style="list-style-type: none"> • Pamela Bonior-<i>ADMIN ASST. IV</i> • Lady Ann Rapada-<i>ADMIN OFFICER II</i> • Hazel Doloiras-<i>ADMIN ASST. IV</i> • Jameson Malapad-<i>ADMIN ASST. IV</i> • Rosalie Tiglao-<i>LICENSE OFFICER I</i> • Ma.Teresa I. Bondad-<i>LICENSE OFFICER IV</i>
	f. Approval of BPLO Head		5 mins	Atty. Maria Theresa S. Veloso- <i>CGDH II</i>

	g. Prepare for segregation		5 mins	CITY HALL <ul style="list-style-type: none"> Jann Marie Solis-ADMIN AIDE II SM AURA <ul style="list-style-type: none"> Benjamin Quitiquit-ADMIN AIDE II Rosanida Cabeza-ADMIN AIDE III
	h. Forward to Releasing Section, for claiming of the business permit.		5 mins	CITY HALL <ul style="list-style-type: none"> Eyora I. Roldan-LICENSE INSPECTOR I Winielyn R. Castro-ADMIN AIDE III SM AURA <ul style="list-style-type: none"> Lloyd Barba-ADMIN AIDE III Analyn Olarte-ADMIN AIDE III Lorely Galangey-ADMIN AIDE III
TOTAL			75 mins	

<p>Inspect establishment</p> <p>i. If information is accurate, tag as OK.</p> <p>ii. If changes are needed, note findings and report.</p> <p>iii. If there's no representative tag as for "re-inspection".</p>			<ul style="list-style-type: none"> • Donnie Revilla-ADMIN AIDE II • Antonio Miranda-ADMIN AIDE I • Wilmar Calubaquib- ADMIN AIDE I • Christopher Serrano- ADMIN AIDE II • Ronnel Del Rosario- ADMIN AIDE I • Jhaselin Hernandez- ADMIN AIDE I • Elpidio Licuanan Jr.- ADMIN ASST. I • Joel Bonifacio- ADMIN AIDE V • Michael Sta. Ana- ADMIN AIDE II • Micheal Dela Cruz- ADMIN AIDE I • Mico Gabinete- ADMIN AIDE III • Ryan Calvario- ADMIN AIDE III • Rene Vir Francisco- ADMIN AIDE I • Darwin Talampas- ADMIN AIDE I • Mark Angelo Zapatero- ADMIN AIDE II
---	--	--	--

NOTE: All establishments subject to post-release inspection:

BUSINESS CLASS	GROSS RECEIPTS	RATE	TRC (ORD. NO. 34 S.2017)
MANUFACTURERS	Up to 1,000,000.00	1.25%	Section 3 (Section 75.a)
	More than 1,000,000.00	P12,500.00 plus 45% of 1%	
WHOLESALEERS	Up to 1,000,000.00	1%	Section 4 (Section 75.b)
	More than 1,000,000.00	P10,000.00 plus 30% of 1%	
RETAILERS		1%	Section 5 (Section 75.e)
EXPORTERS AND SELLERS OF ESSENTIAL COMMODITIES		1/2 of the rates prescribed under subsections a,b or e	Section 6 (Section 75.c)
CONTRACTORS	Up to 250,000.00	P4,537.50	Section 7 (Section 75.d)
	More than 250,000.00 Up to 300,000.00	P5,775.00	
	More than 300,000.00 Up to 400,000.00	P7,700.00	
	More than 400,000.00 Up to 500,000.00	P10,312.00	
	More than 500,000.00 Up to 750,000.00	P11,562.00	
	More than 750,000.00 Up to 1,000,000.00	P12,812.00	
	More than 1,000,000.00 Up to 2,000,000.00	P14,175.00	
	More than 2,000,000.00	P14,175.00 plus 75% of 1%	
OPERATORS OF RESTAURANTS AND OTHER EATING ESTABLISHMENTS		60% of 1%	Section 8 (Section 75.f)
OPERATORS OF AMUSEMENT PLACES		2%	Section 9 (Section 75.g)
BANKS AND OTHER FINANCIAL INSTITUTIONS	Gross receipts from interests, commissions and discounts from lending activities, income from financial leasing investments, dividends and insurance premium	12% of 1%	Section 10 (Section 75.h)
PEDDLERS		P50.00	Section 11 (section 75.i)
REAL ESTATE SELLERS AND	Sellers - Owners, Developers and Dealers	75% of 1%	

LESSORS	Lessors:		Section 12 (Section 75.j)
	Residential	60% of 1%	
	Non-Residential	1.50%	
OPERATORS OF SHOPPING CENTERS		3%	Section 13 (Section 75.k)
HOTEL OPERATORS	Duly Recognized and Accredited by Taguig	45% of 1%	Section 14 (Section 75.l)
FRANCHISED CAR SELLERS		50% of 1%	Section 15 (Section 75.m)
OPERATORS OF INFORMATION AND COMMUNICATION TECHNOLOGIES		75% of 1%	Section 16 (Section 75.n)
HOLDING COMPANIES	Dividend Income	5% of 1%	Section 17 (Section 75.o)
OTHER BUSINESS		1.75%	Section 18 (Section 75.p)
PROFESSIONAL AND OCCUPATIONAL TAX	Professional Tax	P300.00	Section 19 (Section 83 and 84)
	Occupational Tax	P150.00	
DELIVERY TRUCKS OR VANS		P500.00 per delivery vehicle per year	Section 20 (Section 88)
PRINTING AND PUBLICATION BUSINESS	*Exemption: Books or other materials prescribed by DOE as school text or references	60% of 1%	Section 21 (Section 90 and 91)
FRANCHISE TAX		50% of 1%	Section 22 (Section 93)

[BACK](#)