



BUSINESS PERMIT AND LICENSING OFFICE

I. AVAILING CERTIFICATION

Certification is issued to client upon request for any legal purpose. This includes certification for closure.

Office or Division:	Mayor's Office – Business Permits and Licensing Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens G2B - Government to Business Entity			
Who may avail:	Businessmen/General Public			
Checklist of Requirements		Where to Secure		
1. Letter request 2. Barangay Certification 3. Official Receipt Additional Requirements (Authorized Representative) 4. Notarized SPA 5. Authorization Letter from the owner		Owner of the establishment Barangay Municipal Treasurer's Office Law office Owner of the establishment		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to visitor's log book.	Provide log book for the visitors to log in	None	10 minutes	Danilo A. Labarinto BPLO Staff Business Permit and Licensing Office
2. Present letter request and other requirements during interview	Receive the documents for validation	None	15 minutes	Emily P. Anota BPLO Staff Business Permit and Licensing Office
3. Verification of payments and pay the necessary fees	Printing of TOP for delinquent fees	Refer to printed TOP *Other Certification: Certification fee- <u>P 100.00</u> (Based on Revenue Code of 2015) Chapter IV, Article E, Sec. 4A.01.3a: Documentary Stamp - <u>P 30.00</u>	1 hour	Marilyn A. Dela Cruz/ Renila G. Derla Treasury Collector Office of the Municipal Treasurer
4. Release of Certification	Approval and Releasing of Certification to client.	None	30 minutes	Emily P. Anota BPLO Staff Business Permit and Licensing Office
TOTAL:		Php 130.00 + amount of fees printed in TOP	1 hour & 55 minutes	

II. CERTIFIED TRUE COPY OF BUSINESS PERMITS

True copy is issued to client upon request for any legal purpose.

Office or Division:	Mayor's Office – Business Permits and Licensing Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens G2B - Government to Business Entity			
Who may avail:	Businessmen			
Checklist of Requirements		Where to Secure		
1. Letter request		Owner of the establishment		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to visitor's log book	Provide log book for the visitors to log in	None	2 minutes	Danilo A. Labarinto BPLO Staff Business Permit and Licensing Office
2. Present letter request and other requirements during interview	Receive the documents for validation	None	5 minutes	Emily P. Anota BPLO Staff Business Permit and Licensing Office
3. Pay the necessary fees	Issuance and Printing of TOP and payment.	*True Copy: <u>P100.00</u> (Based on Revenue Code of 2015) Chapter IV, Article A. Sec. 4A.01: *Documentary Stamp: <u>P 30.00</u>	30 minutes	Marilyn A. Dela Cruz/ Renila G. Derla Treasury Collector Office of the Municipal Treasurer
4. Release of Certification	Approval and Releasing of Certification to client.	None	5 minutes	Emily P. Anota BPLO Staff Business Permit and Licensing Office
TOTAL:		Php 130.00	42 minutes	

III. ISSUANCE OF BUSINESS PERMIT - NEW (WALK-IN)

Business Permit is issued to any person or organization who engages in a business activity within the Municipality of Tantangan.

Office or Division:	Mayor's Office – Business Permits and Licensing Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens G2B - Government to Business Entity			
Who may avail:	Businessmen			
Checklist of Requirements		Where to Secure		
1. Proof of Business Registration, Incorporation or Legal Personality (1 photocopy) 2. Contract of Lease, if lessee (1 photocopy) 3. Sanitary Permit 4. Environmental Clearance 5. Occupancy Permit 6. Market Clearance (If Public Market Stall Holder) 7. BSP registration certificate for banks, pawnshops, money changer, remittance and ForEx		Single Proprietorship – DTI Negosyo Center – Tantangan Corporation- SEC, Davao City Association – CDA/DOLE, Koronadal City Lessor/Owner of Commercial Building Municipal Health Office MENR Office Municipal Engineer's Office MEEDO – Market Bangko Central ng Pilipinas		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements to the Permits and Licensing Section	1.1 Accept and Evaluate the documentary requirements submitted. Encode the application to the DICT-Ibpls System (https://bpbpc.ibpls.com/tantangansouthcotabato/business-permit/application). Endorse the application to the Regulatory Offices for approval of required fees (perform online approval)	None	1 hour & 30 minutes	Dannah Grace L. Azucena BPLO Staff Business Permit and Licensing Office
*One-time assessment of taxes, fees and charge one-time payment	1.2. Issuance and Printing of TOP and payment. 1.3 Assessment of Fire Code Fees	Mayor's Permit Fee on Business: (Based on Revenue Code) Chapter III; Article A; Page 56 Secretary's Fee: P 100.00 (Based on Revenue Code of 2015) Chapter IV; Article A ; Sec. 4A.1; Page 114		Marilyn A. Dela Cruz/ Renila G. Derla Treasury Collector Office of the Municipal Treasurer FO1 Richard Russel R. Pernia / Fo1 Emil Van L. Damgo BFP Staff

		Other Certification (MENRO Clearance): *Certification Fee- P 100.00 (Based on Revenue Code of 2015) Chapter IV; Article E; Sec. 4E.01; No. 3.A; Page 123 *DST – 30.00	2 hours	
		Sanitary Permit: P 100.00 (Based on Revenue Code of 2015) Chapter IV; Article D; Sec. 4D.01; B.A Page 122		
		Engineering Annual Inspection Fee: (Based on National Building Code) b. Divisions B-1/D-1,2,3/E-1,2,3/F-1/G-1,2,3,4,5/ H-1,2,3,4/ and I-1, Commercial Industrial Institutional buildings and appendages shall be assessed area as follows: I. Appendage of up to 3.00 sq. meters/unit -P 150.00 II. Every sq. meter or fraction thereof In excess of 3.00 sq. meters – P 50.00 III. Floor are of up to 100.00 sq. meters - P 120.00 IV. Above 100.00 sq. meters up to 200.00 sq. meters –P 240.00		

		V. Above 200.00 sq. meters up to 350.00 sq. meters - <u>P480.00</u> VI. Above 350.00 sq. meters up to 500.00 sq. meters - <u>P720.00</u> VII. Above 500.00 sq. meters up to 750.00 sq. meters – <u>P960.00</u> VIII. Above 750.00 sq. meters up to 1,000.00 sq. meters – <u>P1,200.00</u> IX. Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters- <u>P1,200.00</u> Page 352		
		*Fire Safety inspection fee: 15% of all fees charged by LGU but in no case shall be lower than P 500.00.		
2.Pay the fees	2.1 Receive the Official Receipt 2.2 Receive receipt and FSIC for Business	Refer to TOP	30 minutes	<i>Marilyn A. Dela Cruz/ Renila G. Derla</i> <i>Treasury Collector</i> Office of the Municipal Treasurer

				FO1 Richard Russel R. Pernia / Fo1 Emil Van L. Damgo BFP Staff
3. Claim Business Permit at Business Permits and Licensing Office	Approval and Releasing of Business Permit to client.	None	30 minutes	Dannah Grace L. Azucena BPLO Staff Business Permit and Licensing Office
TOTAL:		Regulatory fees based on Revenue Code 2015	4 hours & 30 minutes	

IV. ISSUANCE OF BUSINESS PERMIT - RENEWAL (WALK-IN)

Business Permit is issued to any person or organization who engages in a business activity within the Municipality of Tantaran.

Office or Division:	Mayor's Office – Business Permits and Licensing Section	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens G2B - Government to Business Entity	
Who may avail:	Businessmen	
Checklist of Requirements		Where to Secure
1. Contract of Lease, if lessee (1 photocopy)		Lessor/ Owner of Commercial Building
2. Market Clearance (If Public Market Stall Holder)		MEEDO- Market
3. Sanitary Permit		Municipal Health Office
4. Environment Clearance		Municipal Environmental and Natural Resources Office
5. Income Tax Return/ Audited Financial Statements		Bureau of Internal Revenue (BIR)
6. BSP registration certificate for banks, pawnshops, money changer, remittance and ForEx		Bangko Central ng Pilipinas

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements to the Permits and Licensing Section	1.1 Accept and Evaluate the documentary requirements submitted. Encode the application to the DICT- Ibpls System (https://bpbcbppls.com/tantanganSouthcotabato/business-permit/application). Endorse the application to the Regulatory Offices for approval of required fees (perform online approval)	None	1 hour & 30 minutes	Dannah Grace L. Azucena BPLO Staff Business Permit and Licensing Office
*One-time assessment of taxes, fees and charge one-time payment	1.2 Issuance and Printing of TOP and payment. 1.3 Assessment of Fire Code Fees	Business Tax: (Based on Revenue Code of 2015) Chapter II; Article A Mayor's Permit Fee on Business: (Based on Revenue Code) Chapter III; Article A; Page 56 Secretary's Fee: P 100.00 (Based on Revenue Code of 2015) Chapter IV; Article A; Sec. 4A.1; Page 114 Other Certification (MENRO Clearance):	2 hours	Marilyn A. Dela Cruz/ Renila G. Derla Treasury Collector Office of the Municipal Treasurer FO1 Richard Russel R. Pernia / Fo1 Emil

		<u>*Certification fee - P 100.00</u> <u>(Based on Revenue Code of 2015)</u> Chapter IV; Article E; Sec. 4E.01; No. 3.A <u>*DST – 30.00</u>		Van L. Damgo BFP Staff
		Sanitary Permit: <u>P 100.00</u> <u>(Based on Revenue Code of 2015)</u> Chapter IV; Article D; Sec. 4D.01; B.A; Page 122		
		Engineering Annual Inspection Fee: (Based on National Building Code) b. Divisions B-1/D-1,2,3/E-1,2,3/F-1/G-1,2,3,4,5/ H-1,2,3,4/ and I-1, Commercial Industrial Institutional buildings and appendages shall be assessed area as follows: I. Appendage of up to 3.00 sq. meters/unit -<u>P 150.00</u> II. Every sq. meter or fraction thereof In excess of 3.00 sq. meters – <u>P 50.00</u> III. Floor are of up to 100.00 sq. meters - <u>P 120.00</u> IV. Above 100.00 sq. meters up to 200.00 sq. meters – <u>P 240.00</u> V. Above 200.00 sq. meters up to 350.00 sq. meters - <u>P480.00</u>		

		VI. Above 350.00 sq. meters up to 500.00 sq. meters = <u>P720.00</u> VII. Above 500.00 sq. meters up to 750.00 sq. meters – <u>P 960.00</u> VIII. Above 750.00 sq. meters up to 1,000.00 sq. meters – <u>P1,200.00</u> IX. Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters- <u>P1,200.00</u> Page 352		
		*Fire Safety inspection fee: 15% of all fees charged by LGU but in no case shall be lower than P 500.00.		
2.Pay the fees	2.1 Receive the Official Receipt 2.2 Receive receipt and FSIC for Business	Refer to TOP	30 minutes	Marilyn A. Dela Cruz/ Renila G. Derla Treasury Collector Office of the Municipal Treasurer F01 Richard Russel R. Pernia / Fo1 Emil Van L. Damgo

				BFP Staff
3. Claim Business Permit at Business Permits and Licensing Office	Approval and Releasing of Business Permit to client.	None	30 minutes	<i>Dannah Grace L. Azucena</i> <i>BPLO Staff</i> Business Permit and Licensing Office
TOTAL:		Business tax and regulatory fees based on Revenue Code 2015	4 hours & 30 minutes	

V. ISSUANCE OF BUSINESS PERMIT - NEW (ONLINE)

Business Permit is issued to any person or organization who engages in a business activity within the Municipality of Tantaran.

Office or Division:	Mayor's Office – Business Permits and Licensing Section
Classification:	Simple

Type of Transaction:	G2C – Government to Citizens G2B - Government to Business Entity			
Who may avail:	Businessmen			
Checklist of Requirements		Where to Secure		
1.Proof of Business Registration, Incorporation or Legal Personality (1 Photocopy)		Single Proprietorship – DTI Negosyo Center – Tantaran Corporation- SEC, Davao City Association – CDA/DOLE, Koronadal City		
2.Contract of Lease, if lessee (1 photocopy)		Lessor/Owner of Commercial Building		
3.Sanitary Permit		Municipal Health Office		
5. Environmental Clearance		MENR Office		
6. Occupancy Permit		Municipal Engineer's Office		
7. Market Clearance (If Public Market Stall Holder)		MEEDO – Market		
8.Original Special Power of Attorney (if applicant is not connected to the owner of the business)		Business Owner		
8. Authorization Letter (if applicant is an employee of the business establishment)		Business Owner		
9.BSP registration certificate for banks, pawnshops, money changer, remittance and ForEx		Bangko Central ng Pilipinas		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Click (https://bpbcbppls.com/tantangansouthcotabato/business-permit/application) and see attached step-by-step process. -Upload all the requirements Reminders to applicant: The verifier may decline the business application if the requirements uploaded are incomplete or not clear. An email or call/text message will be sent to inform the client about the deficiency. Process time shall commence again once the applicant has rectified the deficiency.	1.1 Verification of the documents uploaded	Mayor's Permit Fee on Business: (Based on Revenue Code) Chapter III; Article A; Page 56	1 hour based on BPLO simulation activity (Dependent on the client, internet signal, etc.)	Dannah Grace L. Azucena/ Enezer R. Carisma Jr. BPLO STAFF Business Permit and Licensing Office FO1 Richard Russel R. Pernia / Fo1 Emil Van L. Damgo BFP Staff
	1.2 Endorsement to the regulatory offices	Secretary's Fee: P 100.00 (Based on Revenue Code of 2015) Chapter IV; Article A; Sec. 4A.;1 Page 114		
	1.3 Issuance of Tax Order of Payment and the system will send automatically the TOP to the email address provided by the registrant.	Other Certification (MENRO Clearance): *Certification fee- P 100.00 (Based on Revenue Code of 2015) Chapter IV; Article E; Sec. 4E.01; No. 3.A *DST - 30		
	1.4 Assessment of Fire Code Fees	Sanitary Permit: P 100.00 (Based on Revenue Code of 2015)		

Engineering Annual
Inspection Fee:
(Based on National
Building Code)

b. Divisions B-1/D-
1,2,3/E-1,2,3/F-1/G-
1,2,3,4,5/ H-1,2,3,4/ and
I-1, Commercial
Industrial Institutional
buildings and
appendages
shall be assessed area
as follows:

I. Appendage
of up to 3.00 sq.
meters/unit -**P**
150.00

II. Every sq.
meter or
fraction thereof
In excess of
3.00 sq. meters
– **P 50.00**

III. Floor are of
up to 100.00 sq.
meters -
P 120.00

IV. Above
100.00 sq.
meters up to
200.00 sq.
meters –
P 240.00

V. Above
200.00 sq.
meters up to
350.00 sq.
meters -
P480.00

VI. Above
350.00 sq.
meters up to
500.00 sq.
meters =
P720.00

VII. Above
500.00 sq.
meters up to
750.00 sq.
meters –
P 960.00

		VIII. Above 750.00 sq. meters up to 1,000.00 sq. meters – <u>P1,200.00</u> IX. Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters- <u>P1,200.00</u> Page 352 *Fire Safety inspection fee: 15% of all fees charged by LGU but in no case shall be lower than P 500.00.		
2. Pay the fees via Landbank through Electronic Payment such as Gcash, PayMaya and Grabpay and others.	2.1 Receive a payment confirmation slip as a proof of debit to account or an Electronic Official Receipt. 2.2 Receive receipt and FSIC for Business	Refer to the printed TOP	1 hour	<i>Marilyn A. Dela Cruz/ Renila G. Derla</i> Treasury Collector Office of the Municipal Treasurer <i>FO1 Richard Russel R. Pernia / Fo1 Emil Van L. Damgo</i> BFP Staff
3. Printing and releasing of Business Permit	Releasing of Business Permit	None	30 minutes	<i>Dannah Grace L. Azucena/ Ebenezer R. Carisma Jr.</i> BPLO Staff
TOTAL:		Regulatory fees based on Revenue Code 2015	2 hours and 30 minutes	

VI. ISSUANCE OF BUSINESS PERMIT - RENEWAL (ONLINE)

Business Permit is issued to any person or organization who engages in a business activity within the Municipality of Tantaran.

Office or Division:	Mayor's Office – Business Permits and Licensing Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens G2B - Government to Business Entity			
Who may avail:	Businessmen			
Checklist of Requirements		Where to Secure		
1. Community Tax Certificate 2. Contract of Lease, if lessee (1 photocopy) 3. Market Clearance (If Public Market Stall Holder) 4. Sanitary Permit 5. Environment Clearance 6. Fire Safety Inspection Certificate (FSIC) 7. Income Tax Return/ Certification of Gross Receipts (for businesses that have main offices) 9. Original Special Power of Attorney (if applicant is not connected to the owner of the business) 10. Authorization Letter (if applicant is an employee of the business establishment) BSP registration certificate for banks, pawnshops, money changer, remittance and ForEx		Municipal Treasurer's Office/ Barangay Treasurer's Office Lessor/ Owner of Commercial Building MEEDO- Market Municipal Health Office Municipal Environmental and Natural Resources Office Bureau of Fire Protection (BFP) Bureau of Internal Revenue (BIR) Business Owner Business Owner Bangko Central ng Pilipinas		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Click (https://bpbcb.iBPLS.co m/tantangansouth cotabato/business-permit/application) and see attached step-by-step process -Upload all the requirements - Reminders to applicant: The verifier may decline the business application if the requirements uploaded are incomplete or not clear. An email or call/text message will be sent to inform the client about the deficiency. Process time shall commence again once the applicant has rectified the deficiency.	1.1 Verification of the documents uploaded 1.2 Endorsement to the regulatory offices 1.3 Issuance of TOP 1.4 Assessment of Fire Code Fees	Business Tax: (Based on Revenue Code of 2015) Chapter II; Article A	1 hours based on BPLO simulation activity (Dependent on the client, internet signal, etc.)	Dannah Grace L. Azucena/ Ebenezer R. Carisma Jr. BPLO STAFF Business Permit and Licensing Office FO1 Richard Russel R. Pernia / Fo1 Emil Van L. Damgo BFP Staff
		Mayor's Permit Fee on Business: (Based on Revenue Code) Chapter III; Article A; Page 56		
		Secretary's Fee: P100.00 (Based on Revenue Code of 2015) Chapter IV; Article A; Sec. 4A.1; Page 114		
		Other Certification (MENRO Clearance):		

		<u>*Certification fee- P 100.00 (Based on Revenue Code of 2015)</u> Chapter IV; Article E; Sec. 4E.01; No. 3.A <u>*DST - 30</u>		
		Sanitary Permit: <u>(Based on Revenue Code of 2015)</u> Chapter IV; Article D; Sec. 4D.01 ; B.A Page 122 <u>P 100</u>		
		Engineering Annual Inspection Fee: (Based on National Building Code) b. Divisions B-1/D- 1,2,3/E-1,2,3/F-1/G- 1,2,3,4,5/ H-1,2,3,4/ and I-1, Commercial Industrial Institutional buildings and appendages shall be assessed area as follows: I. Appendage of up to 3.00 sq. meters/unit - <u>P 150.00</u> II. Every sq. meter or fraction thereof In excess of 3.00 sq. meters – <u>P 50.00</u> III. Floor are of up to 100.00 sq. meters - <u>P 120.00</u>		

IV. Above
100.00 sq.
meters up to
200.00 sq.
meters – **P**
240.00

V. Above
200.00 sq.
meters up to
350.00 sq.
meters -
P480.00

VI. Above
350.00 sq.
meters up to
500.00 sq.
meters =
P720.00

VII. Above
500.00 sq.
meters up to
750.00 sq.
meters – **P**
960.00

VIII. Above
750.00 sq.
meters up to
1,000.00 sq.
meters –
P1,200.00

IX. Every
1,000.00 sq.
meters or its
portion in
excess of
1,000.00 sq.
meters-
P1,200.00

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*Fire Safety
inspection fee:
15% of all fees
charged by LGU
but in no case
shall be lower
than P 500.00.

2. Pay the fees via Landbank through Electronic Payment such as Gcash, PayMaya and Grabpay and others.	2.1 Receive a payment confirmation slip as a proof of debit to account or an Electronic Official Receipt. 2.2 Receive receipt and FSIC for Business	Refer to the printed TOP	1 hour	Marilyn A. Dela Cruz/ Renila G. Derla <i>Treasury Collector</i> Office of the Municipal Treasurer FO1 Richard Russel R. Pernia / Fo1 Emil Van L. Damgo BFP Staff
3. Printing and releasing of Business Permit	Releasing of Business Permit	None	30 minutes	Dannah Grace L. Azucena/ Ebenezer R. Carisma Jr. Gonzales BPLO Staff
TOTAL:		Business tax and regulatory fees based on Revenue Code 2015	2 hours and 45 minutes	