

MUNICIPAL TREASURER'S OFFICE

SECURING BUSINESS PERMIT

Frontline Service

❖ ABOUT THE SERVICE:

The Municipal Task Force on Licensing and Permitting is directly responsible for the issuance of Mayor's/Business Permit and for regulating the operation of businesses within the territorial jurisdiction of the Municipality of Porac. Any person doing business within the municipality can avail of the service.

❖ REQUIREMENTS:

For New Business

- ✓ Community Tax Certificate (individual or corporate)
- ✓ Barangay Business Clearance
- ✓ Notarized application form
- ✓ Municipal Zoning Certification – MPDC (optional)
- ✓ DTI Certificate of Registration (for sole proprietorships)
- ✓ Issued Sanitary Permit
- ✓ BFP Fire Certificate
- ✓ SEC Registration with Articles of Incorporation/Co-Partnership (for corporations)
- ✓ CDA Certificate of Registration
- ✓ Declared Capital Investment

For Renewal of Business:

- ✓ Community Tax certificate (individual or corporate)
- ✓ Barangay Business Clearance
- ✓ Notarized application form
- ✓ Certificate of full payment /O.R./photocopy of Mayor's Permit (from previous year)
- ✓ Gross Sales (previous calendar year)
- ✓ BIR Registration Certificate
 - Income Tax Return
 - VAT/Percentage Tax Returns
- ✓ Audited Financial Statements
- ✓ Sanitary Permit
- ✓ BFP Fire Certificate

❖ **FEES:**

Based on the Municipal Tax Ordinance 77 S 2002

- a. For Business Tax - ec. 2A.02, Charpet 2
- b. For Mayor's Permit - Art. , Sec. 3A.01
- c. For Sanitary Permit - Sec. 4E.1
- d. For Fire Inspection Fee - Sec. 3G.01
- e. For Health Certificate Fee - Sec. D.01

❖ **AVAILABILITY OF THE SERVICE:**

Monday to Friday, from 8:00 a.m. to 5:00 p.m

❖ **HOW TO AVAIL OF THE SERVICE:**

| Procedure | Processing Time | Person/s Responsible |
|---|-----------------|------------------------|
| <u>For New Business:</u> | | |
| 1. Issue application form and inform the taxpayer on all requirements. | 3-5 minutes | Tax Force Member |
| 2. Receive the application review and validate the submitted requirements and documents. Separate the Taxpayer Information Sheet and sketch for inspection. | 3-5 minutes | Tax Force Member |
| 3. Assess business tax fees and charges. | 5-10 minutes | Tax Force Member (MTO) |
| 4. Payment to Mun. Treasurer's Office. | 5-10 minutes | Loc. Rev. Coll. Ofcr. |
| 5. Duly signed and approved by: Mun. Zoning Officer, Mun. Assessor, BIR, Mun. Engineer, Fire Safety Inspection Chief, sanitation Inspector/Mun. Health Officer, Mun. Treasurer. | 55 minutes | Chief of Offices |
| 6. Review and print the Mayor's Permit. | 3-5 minutes | Mayor's Office Staff |
| 7. Approve and sign the Mayor's Permit. | 30 minutes | Municipal Mayor |
| 8. Releasing. | 2 minutes | Mayor's Office Staff |
| <u>For Renewal of Business:</u> | | |
| 1. Issue application form and inform the taxpayer on all requirements. | 3-5 minutes | Tax Force Member |
| 2. Receive the application, review and validate the submitted requirements and documents. Separate the Taxpayers Information Sheet and sketch for inspection. | 3-5 minutes | Tax Force Member |
| 3. Assess business tax fees and charges. | 5-10 minutes | Tax Force Member (MTO) |
| 4. Payment to Mun. Treasurer's Office. | 5-10 minutes | Local Rev. Coll Ofcr. |
| 5. Duly signed and approved by: Fire Safety Inspector, sanitation Inspector, BIR, Mun. Treasurer. | 35-40 minutes | Chief of Offices |
| 6. Review and print the Mayor's Permit. | 3-5 minutes | Mayor's Office Staff |
| 7. Approve and sign the Mayor's Permit. | 30 minutes | Municipal Mayor |
| 8. Releasing. | 2 minutes | Mayor's Office Staff |

❖ PROCEDURE FLOWCHART:

