

BUSINESS PERMIT AND LICENSES OFFICE

ISSUANCE OF BUSINESS PERMITS (NEW AND RENEWAL)

Schedule of Availability of Service:

Monday-Friday, 8:00 am to 5:00pm without noon break

Who May Avail of the Service:

Business Permit Applicant

What are the Requirements:

- Barangay Clearance for Business
- Community Tax Certificate
- DTI /SEC /ECC Registration
- Sanitary Permit
- MENRO Certificate
- Fire Safety Inspection Certificate
- SSS,BIR,Philhealth, Pag-ibig Membership

What are the additional requirements if renewal:

Financial Statement/Sworn Statement of Gross Sales

Duration:

15 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	After online registration, submit complete requirements	Review submitted requirements	5 minutes	Business Permit and Licensing Officer	None	
2	Pay at the Treasurer's Office	Accept and process payment Issue Official Receipt (O.R.)	5 minutes	Revenue Collection Clerk II	Based on Municipal Revenue Code	Accountable Form No. 51/Official Receipt
2	Return to the Municipal Business Permit and Licenses Office Present O.R. and claim Mayor's Permit for Business.	Check O.R. and issue Mayor's Permit for Business	10 minutes	Business Permit and Licensing Officer	None	Mayor's Permit for Business
END OF TRANSACTION						

ISSUANCE OF MAYOR'S CLEARANCE

Schedule of Availability of Service:

Monday-Friday, 8:00 am to 5:00pm without noon break

Who May Avail of the Service:

Residents of San Rafael

What are the Requirements:

Barangay Clearance

Community Tax Certificate (CTC)

Duration:

12 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the Business Permit and Licenses Office and present complete requirements	Accept and evaluate submitted requirements Issue order of payment Prepare Mayor's Clearance	5 minutes	Admin. Aide VI (Clerk III)	None	Order Payment Form
2	Pay at the Treasurer's Office	Accept and process payment Issue Official Receipt (O.R.).	5 minutes	Revenue Collection Clerk II	P50.00	Accountable Form No. 51/Official Receipt
3	Return to the Business Permit and Licenses Office Present O.R. and claim clearance	Check OR and release the clearance.	2 minutes	Admin. Aide IV (Clerk II)	None	Mayor's Clearance
END OF TRANSACTION						

ISSUANCE OF AFFIDAVIT OF LOW INCOME

Schedule of Availability of Service:

Monday-Friday, 8:00 am to 5:00pm without noon break

Who May Avail of the Service:

Scholar Applicants

What are the Requirements:

Duly accomplished information sheet

Certificate of Indigency from Punong Barangay

Duration:

12 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the Business Permit and Licenses Office and present complete requirements	Accept and evaluate submitted requirements Issue order of payment Prepare Affidavit of Low Income.	5 minutes	Admin. Aide IV (Clerk II)	None	Order Payment Form
2	Pay at the Treasurer's Office	Accept and process payment Issue Official Receipt (O.R.)	5 minutes	Revenue Collection Clerk II	P50.00	Accountable Form No. 51/Official Receipt
3	Return to the Business Permit and Licenses Office Present O.R. and claim the affidavit of low income	Attach OR and release affidavit of low income	2 minutes	Admin. Aide IV (Clerk II)	None	Affidavit of Low Income
END OF TRANSACTION						

ISSUANCE OF TRICYCLE FRANCHISE

Schedule of Availability of Service:

Monday-Friday, 8:00 am to 5:00pm without noon break

Who May Avail of the Service:

Tricycle Driver or operators

What are the Requirements:

Barangay Certification

Community Tax Certificate (CTC)

Certificate of membership from respective TODA President

Certificate of Registration (COR)

Driver's License

Duration:

15 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the Business Permit and Licenses Office and present complete requirements	Accept and verify submitted requirements. Issue order of payment Prepare Tricycle Franchise	5 minutes	Admin. Aide IV (Clerk II)		Order payment Form
2	Pay at the Treasurer's Office	Accept and process payment Issue Official Receipt (O.R.)	5 minutes	Revenue Collection Clerk II	P320.00-New P100.00-Renewal	Official Receipt
3	Return to the Business Permit and Licenses Office Present O.R. and claim the tricycle franchise	Process and release tricycle franchise	5 minutes	Admin. Aide IV (Clerk II)	None	Tricycle Franchise Certificate
END OF TRANSACTION						