

## 1. APPLYING FOR NEW BUSINESS PERMIT

Service Information: All business establishments who intend to do a commercial business within the city are required to secure a Mayor's Permit to operate a business and pay the corresponding business taxes, commensurate regulatory fees and charges before the start of their commercial operations. Business taxes for new enterprises are based on the capitalization (for single proprietorship) and/or subscribed capital (for corporation). Given that the necessary requirements have been completed, processing and release of the business permit will take a minimum of one (1) day only.

### Service: FACE TO FACE - OVER THE COUNTER

<b>Office or Division:</b>	<b>BUSINESS PERMITS AND LICENSE OFFICE</b>			
<b>Classification:</b>	<b>ECONOMIC</b>			
<b>Type of Transaction:</b>	<b>APPLICATION FOR NEW BUSINESS</b>			
<b>Who may avail:</b>	<b>CITIZENS DOING BUSINESS WITHIN THE CITY</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Form	BPLO (BPLO counters / thru Email)			
2. SEC Registration (CORPORATION / PARTNERSHIP) or DTI Registration (SINGLE PROPRIETORSHIP)	SEC / DTI			
3. Contract of Lease / Tax Receipt (Amiliar) / Bldg. Admin. Certification / Lessor Permit	Business premises			
4. Barangay Clearance	Barangay where the business is located			
5. Pictures of Establishment	Owner			
6. CENRO (Environmental Clearance) Sanitary Permit Fire Clearance Locational Clearance	BUSINESS ONE STOP SHOP (BOSS)			
7. Certificate of Occupancy or Certificate of Use / Annual Inspection	Building Official			
8. Public Employment and Service Office (PESO) Certificate	2 <sup>ND</sup> floor			
9. Cedula	Treasury Office			
10. Others (as required by laws / ordinances)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach the BPLO Public Information Desk for the application form and other inquires	1.a Issue application form and answer queries or provide information about the service	None	3 mins	Frontliner
Proceed to the Business One-	1.b	None	5 mins	

<p>Stop Shop (BOSS) and continue to the BPLO window once called to submit the required documents and claim your Tax Order of Payment.</p>	<p>Provide fees for Locational Clearance, Sanitary Permit, Fire Inspection Fee, CENRO and Brgy. Clearance from the Business One Stop Shop</p>			<p>Business One-Stop Shop (BOSS) representative</p>
	<p>1.c Checking of documents from BOSS submitted by applicant for approval</p>	<p>None</p>	<p>6 mins</p>	<p>Frontliner</p>
<p>Payment of fees</p>	<p>1d Encoding of application form after the approval</p>	<p>None</p>	<p>15 mins</p>	<p>Frontliner</p>
	<p>1.e Issuance of Tax Order of Payment (requirements provided shall be returned back to the client)</p>		<p>2 mins</p>	<p>Frontliner</p>
	<p>*Pay the corresponding fees at the Treasury Department or their accredited online gateway payments</p>	<p>Refer to the Tax Code of San Juan City</p>		<p>City Treasury Office</p>

<p>2. Submission of photocopies of the Official Receipt and all the necessary requirements to the BPLO.</p> <p>Wait for the email / call for the issuance of your business permit thru over the counter or using available courier</p> <p>*complete requirements must be submitted to BPLO within 30 days from print out to avoid revocation of business permit.</p>	2.a Validation for the completeness of requirements	None	5 mins.	Frontliner
	2.b. Printing of Business Permit	None	3 mins	Frontliner
	2.c. Signing of Business Permit	None	5 mins.	Department Head
	2.d. Releasing of Business Permit	None	5 mins.	Frontliner

**END OF TRANSACTION TOTAL TIME: 49 MINS.**

**Service: ONLINE TRANSACTION**

<b>Office or Division:</b>	<b>BUSINESS PERMITS AND LICENSING OFFICE</b>			
<b>Classification:</b>	<b>SIMPLE TRANSACTION</b>			
<b>Type of Transaction:</b>	<b>GOVERNMENT TO CITIZEN</b>			
<b>Who may avail:</b>	<b>CITIZEN DOING BUSINESS WITHIN THE CITY</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Form	BPLO (BPLO counters / thru Email)			
2. SEC Registration (CORPORATION / PARTNERSHIP) or DTI Registration (SINGLE PROPRIETORSHIP)	SEC / DTI			
3. Contract of Lease / Tax Receipt (Amiliar) / Bldg. Admin. Certification / Lessor Permit	Business premises			
4. Barangay Clearance	Barangay where the business is located			
5. Pictures of Establishment	Owner			
6. CENRO (Environmental Clearance) Sanitary Permit Fire Clearance Locational Clearance	BUSINESS ONE STOP SHOP (BOSS)			
7. Certificate of Occupancy or Certificate of Use / Annual Inspection	Building Official			
8. Public Employment and Service Office (PESO) Certificate	2 <sup>ND</sup> floor			
9. Cedula	Treasury Office			
10. Others (as required by laws / ordinances)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1. Accomplish the application form in the website indicated below:</p> <p><a href="https://e-services.sanjuancity.gov.ph">https://e-services.sanjuancity.gov.ph</a></p> <p>Upload the initial documents for assessment:</p> <ul style="list-style-type: none"> <li>- Barangay Clearance 2022</li> <li>- Contract of Lease</li> <li>- SEC / DTI registration</li> </ul> <p>Tax Order of Payment will be sent thru email</p> <p>Payment of fees</p>	<p>1.a Review the accomplished application form, answer queries and provide information about the service</p> <p>1.b Provide fees for Locational Clearance, Fire Inspection Fee CENRO and Brgy. Clearance from the Business One Stop Shop (BOSS).</p> <p>1.c Review / Assessment of declared gross sales and attached requirements.</p> <p>1.d Email / call the taxpayers regarding the issuance of their Tax Order of Payment.</p> <p>*Pay the corresponding fees at the Treasury Department or their accredited online gateway payments</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>Refer to the Tax Code of San Juan City</p>	<p>5 mins</p> <p>15 mins</p> <p>15 mins</p> <p>5 mins</p>	<p>Representative assigned online</p> <p>BOSS representative</p> <p>Frontliner</p> <p>Representative assigned online</p> <p>City Treasury Office</p>
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<p>1. For the print out of business permit, scan all the necessary requirements and email to:</p> <p><a href="mailto:bplosanjuan@gmail.com">bplosanjuan@gmail.com</a></p> <p>Wait for the email / call for the issuance of your business permit thru over the counter or using available courier</p> <p>*complete requirements must be submitted to BPLO within 30 days from print out to avoid revocation of business permit</p>	<p>2.a Validation for the completeness of the requirements</p> <p>2.b Printing of Business Permit</p> <p>2.c Review / Signing of Business Permit</p>	<p>None</p> <p>None</p> <p>None</p>	<p>5 mins</p> <p>3 mins</p> <p>2 mins</p>	<p>Representative assigned online</p> <p>Frontliner</p> <p>Department Head</p>
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END OF TRANSACTION TOTAL TIME: 50 MINS.