

OFFICE OF THE MUNICIPAL MAYOR

-LICENSING UNIT

VOLTAIRE Q. MALLARE

License Inspector

Service Schedule

MONDAY-FRIDAY 8:00 AM - 5:00 PM

Frontline Services

1. Issuance of Business Permit
2. Issuance of Public Utility Tricycle Permit
3. Issuance of Individual Working Permit
4. Issuance of Permit to Install Streamers/Banners Promotional Activity, Bingo, Motorcade, Permits
5. Issuance of Mayor's Clearance
6. Issuance of Digital ID

1. ISSUANCE OF BUSINESS PERMIT

| | |
|--|---|
| Requirements: Accomplished Application Form CTC (Community Tax Certificate) Barangay Business Clearance, DTI Certificate Sanitary Permit | Fire Safety Inspection Certificate Official Receipt from Treasury Office SSS Clearance Phil health Certificate Pag-ibig BIR Registration (latter for requirements-to follow) |
|--|---|

Fees:

| STEPS OR PROCESS | | Duration/ Processing Time | Staff-in-Charge |
|--|--|---------------------------------|---|
| Client | Service Provided | | |
| Submit Duly Accomplish application form and requirements | Assess the application form and requirements | 10 minutes | Voltaire Q. Mallare Manny M. Federico Misse P. Valdez |
| | Prepare Business Permit | | |
| Client sign business permit | Release Business Permit | | |
| Submit Duly Accomplish application form and requirements | Assess the application form and requirements | | Voltaire Q. Mallare |

2. ISSUANCE OF PUBLIC UTILITY TRICYCLE PERMIT

Requirements:

Accomplished Application Form
 CTC (Community Tax Certificate)
 Barangay Business Clearance
 MTC Clearance
 Police Clearance

Official Receipt from Treasury Office
 Franchise papers issued by Treasury Office (every 3 years)
 Deed of Sale for New Application
 LTO Registration & Official Receipt

Fees:

| STEPS OR PROCESS | | Duration/ Processing Time | Staff-in-Charge |
|--|--|---------------------------------|--|
| Client | Service Provided | | |
| Submit Duly Accomplish application form and requirements | Assess the application form and requirements | 10 minutes | Voltaire Q. Mallare Randy Hernandez Rogelio de Castro Misse P. Valdez |
| | Prepare Permit | | |
| Client sign business permit | Release Working Permit | | |

3. ISSUANCE OF INDIVIDUAL WORKING PERMIT

Requirements:

Accomplished Individual Working Permit Form
 CTC (Community Tax Certificate)
 Barangay Clearance
 MTC Clearance
 Police Clearance
 Official Receipt from Treasury Office

Additional Requirements

For PUT Drivers

Driver's License (restriction Code No. 1)

For Motorized Banca Pilots

Certification from Agriculture Office

Fees:

| STEPS OR PROCESS | | Duration/ Processing Time | Staff-in-Charge |
|--|--|---------------------------------|---|
| Client | Service Provided | | |
| Submit Duly Accomplish application form and requirements | Assess the application form and requirements | 10 minutes | Voltaire Q. Mallare Manny M. Federico Misse P. Valdez |
| | Prepare Individual Working Permit | | |
| Client sign business permit | Release Working Permit | | Voltaire Q. Mallare |

4. ISSUANCE OF PERMIT TO INSTALL STREAMERS/BANNERS, PROMOTIONAL ACTIVITY, BINGO, MOTORCADE, PERMITS

Requirements:

Letter of Request
 Official Receipt from Treasury Office

Fees:

| STEPS OR PROCESS | | Duration/ Processing Time | Staff-in-Charge |
|-----------------------------|------------------|---------------------------------|---------------------|
| Client | Service Provided | | |
| Submit Requirements | Prepare Permit | 5 minutes | Voltaire Q. Mallare |
| Client sign business permit | Release Permit | | |
| | | | |

5. ISSUANCE OF MAYORS CLEARANCE

Requirements:

Community Tax Certificate
 MTC Clearance
 Police Clearance
 Official Receipt from Treasury Office

Fees:

| STEPS OR PROCESS | | Duration/ Processing Time | Staff-in-Charge |
|-----------------------------|------------------|---------------------------------|-----------------|
| Client | Service Provided | | |
| Submit Requirements | Prepare Permit | 5 minutes | All Staff |
| Client sign business permit | Release Permit | | |

6. ISSUANCE OF DIGITAL ID PICTURE

Requirements:

Individual Working Permit

Business Permit

Official Receipt from Treasury Office for Peddler

Fees:

| STEPS OR PROCESS | | Duration/ Processing Time | Staff-in-Charge |
|-----------------------------------|--|---------------------------------|---------------------------------|
| Client | Service Provided | | |
| Proceed to the Staff-in-charge | Encode Information, Capture and Prints ID | 5 minutes | Misse Valdez Randy Hernandez |
| Signs ID | Release ID | | |