



City Government of Imus
BUSINESS PERMITS AND LICENSING OFFICE

CITIZEN'S CHARTER

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MAYOR Emmanuel MALIKSI



@EmmanuelMaliksi



@CityMayorELM



www.imus.gov.ph

CITIZEN'S CHARTER

BUSINESS PERMITS AND LICENSING OFFICE

The office is responsible for the implementation of the Revenue Code of Imus, specifically with the issuance of various permits.

FUNCTIONAL STATEMENT

The **Business Permits and Licensing Office** shall:

1. Be responsible for the issuance of Mayor's or Business Permit, Contract of Lease for Public Cemeteries, and other permits;
2. Facilitate the streamlined process in the application and issuance of permits as well as the assessment of its corresponding taxes and fees;
3. Support the City Mayor in carrying out his duties of initiating and maximizing the generation of resources and revenues.

FRONTLINE SERVICES OFFERED

- Issuance of Business/Mayor's Permit
- Renewal of Business Permit
- Issuance of Permit for Temporary or Seasonal Vendors and Exhibitors
- Issuance of Permit and Certifications:
 - Ambulant and Itinerant Amusement Operators
 - Cockpit Owners/Operators/ Licensees
 - Promoters and Cockpit Personnel
 - Special Permit Fee for Cockfighting
- Issuance of Certification of Non-Existing Business, Certification of With Existing Business and other certifications
- Cemetery Contract of Lease (for lots owned by the city)



FRONTLINE SERVICES PROCEDURE

ISSUANCE OF BUSINESS/MAYOR'S PERMIT

WHO MAY AVAIL THE SERVICE:

- All proprietors with new business in the City of Imus

REQUIREMENT(S):

- Accomplished Business Permit Application Form (provided by BPLO)
- DTI (if Sole Proprietorship) or SEC Registration (if Partnership or Corporation) or CDA (if Cooperative)
- Barangay Clearance (for business)
- Clearances (Zoning, Building Official, CENRO, Sanitary and Health Permit, Franchise Agreement and Consent, Market Clearance (if applicable))
- Contract of Lease, (if lessee)

FEE(S)/CHARGE(S):

- | | |
|--------------------------------|---|
| • Business Taxes | Based on Type of Business & Capital Investment |
| • Mayor's Permit Fee Asset | Based on Type of Business & Business |
| • Zoning Fee | Based on Type of Establishment |
| • Building Inspection Fee | Based on Type of Structure |
| • Garbage Fee | Based on Type of Establishment |
| • Environmental Protection Fee | Based on Type of Establishment |
| • Sanitary Inspection Fee | Based on Type of Establishment |
| • Fire Safety Inspection Fee | 10 % of total assessment excluding business tax |
| • Business Plate | Php 120.00 per Business Plate |

(Refer to Municipal Ordinance No. 2008-94)



HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the requirements and issue the Business Permit Assessment Form	Ruby Concepcion; Pablito Paglinawan; Ruby Ordoñez; Regina Camaclang; Ma. Elinor Laureles; Mary Grace Basa; Fatima Jenam Barco; John Benedict Del Rosario; Glenn Elmer Ramirez	9 minutes
2	Pay the required fee(s) at the City Treasurer's Office	Receive the payment, issue the O.R and Community Tax Certificate (CTC)	Riva Dolor Alamo; Alvin Topacio (B.O.S.S. Window)	2 minutes
3	Present the O.R. and Business Permit Assessment Form	Issue the Business Plate/Sticker and Certificate	Rolando dela Cruz; Melani Unawa; Richard Villanueva; Roehl Mañago, Jr.	2 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				13 minutes
END OF TRANSACTION				



RENEWAL OF BUSINESS/MAYOR'S PERMIT

WHO MAY AVAIL THE SERVICE:

- All proprietors with existing business in the City of Imus

REQUIREMENT(S):

- Photocopy of Previous Business Permit and Official Receipt (O.R.)
- Gross Sales/Receipts or Financial Statement
- Barangay Clearance

FEE(S)/CHARGE(S):

- | | |
|--------------------------------|---|
| • Business Taxes | Based on Annual Gross Sales/Receipts |
| • Mayor's Permit Fee | Based on Business Asset |
| • Zoning Fee | Based on Type of Establishment |
| • Building Inspection Fee | Based on Type of Structure |
| • Garbage Fee | Based on Type of Establishment |
| • Environmental Protection Fee | Based on Type of Establishment |
| • Sanitary Inspection Fee | Based on Type of Establishment |
| • Fire Safety Inspection Fee | 10 % of total assessment excluding business tax |
| • Business Plate | Php 120.00 per Business Plate |
| • Business Sticker | Php 20.00 per Sticker |

(Refer to Municipal Ordinance No. 2008-94)



HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the requirements and issue the Business Permit Assessment Form	Ruby Concepcion; Pablito Paglinawan; Ruby Ordoñez; Regina Camaclang; Ma. Elinor Laureles; Mary Grace Basa; Fatima Jenam Barco; John Benedict Del Rosario; Glenn Elmer Ramirez	6 minutes
2	Pay the required fee(s) at the City Treasurer's Office	Receive the payment and issue the O.R. and Community Tax Certificate (CTC)	Riva Dolor Alamo; Alvin Topacio (B.O.S.S. Window)	2 minutes
3	Present the O.R. and Business Permit Assessment Form	Issue the Business Plate/Sticker and Certificate	Rolando dela Cruz; Melani Unawa; Richard Villanueva; Roehl Mañago, Jr.	2 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				10 minutes
END OF TRANSACTION				



ISSUANCE OF TEMPORARY OR SEASONAL VENDOR'S PERMIT

WHO MAY AVAIL THE SERVICE:

- All potential proprietors with business in the City of Imus

REQUIREMENT(S):

- DTI/SEC Registration
- Contract of Lease
- Community Tax Certificate (CEDULA)

FEE(S)/CHARGE(S):

- Business Taxes
 - New Based on Type of Business & Capital Investment
 - Renewal Based on Annual Gross Sales/Receipts
- Mayor's Permit Fee
- Four (4) square meters or less Php 7.00/day
- More than four (4) square meters Php 60.00/sq.m. per mo.

(Refer to Municipal Ordinance No. 2008-94)

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the requirements and issue the Assessment Form	Ruby Concepcion; Ruby Ordoñez; Ma. Elinor Laureles; Mary Grace Basa; John Benedict Del Rosario; Glenn Elmer Ramirez	5 minutes
2	Pay the required fee(s) at the City Treasurer's Office	Receive the payment and issue the O.R.	Riva Dolor Alamo; Alvin Topacio (B.O.S.S. Window)	2 minutes
3	Present the O.R. and Assessment Form	Issue the certificate/ permit	Rolando dela Cruz; Melani Unawa; Richard Villanueva; Roehl Mañago, Jr.	3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				10 minutes
END OF TRANSACTION				

ISSUANCE OF PERMITS AND CERTIFICATIONS

Client may request for the following:

- Permit for Ambulant and Itinerant Amusement Operators
- Permit for Cockpit Owners/Operators/ Licensees
- Permit for Promoters and Cockpit Personnel
- Special Permit Fee for Cockfighting

WHO MAY AVAIL THE SERVICE:

- All residents and non-residents of the City of Imus
- All cockpit owners of the City of Imus (for issuance of Special Permit Fee for Cockfighting)

REQUIREMENT(S):

Permit for Ambulant and Itinerant Amusement Operators:

- Endorsement Letter from the City Mayor/City Administrator
- Community Tax Certificate (CTC)

Permit for Cockpit Owners/Operators/ Licensees

- **New License**
 - Zoning/Locational Clearance (issued by the Zoning Administrator)
 - Building Plan and Design (duly approved by the City Engineer)
 - Sanitary Permit/Clearance (issued by the City Health Officer)
- **Annual Renewal**
 - Certification from the City Engineer to the effect that such cockpit is free from material, structural or other physical hazards
 - Sanitary Permit/Clearance (issued by the City Health Officer)

Permit for Promoters and Cockpit Personnel

- Community Tax Certificate (CTC)

Special Permit Fee for Cockfighting

- Endorsement Letter from the City Mayor/City Administrator
- Community Tax Certificate (CTC)

FEE(S)/CHARGE(S):

Permit for Ambulant and Itinerant Amusement Operators:

- Mayor's Permit Fee Php 600.00 per
sq.m./day
(particularly within the Imus City Plaza,
Imus Covered Court, and its vicinity)
- Circus, Carnivals, or the like Php 500.00 per day
- Merry-go-round, Rollercoaster, Ferris Php 1,200.00 per day
Wheel, Swing and other Mechanical rides
(within Imus City Plaza or any public property) Php 750.00 per day
- Shooting gallery and other game booths
(less than or equal to 4 sq.m.)
- Other gaming stalls (greater than 4 sq.m.) Php 1,500.00 per day



Permit for Cockpit Owners/Operators/ Licensees

- **Owner/operator/licensee of the cockpit:**

- Application Filing Fee Php 3,000.00
- Annual Cockpit Permit Fee Php 15,000.00

Permit for Promoters and Cockpit Personnel

- **Cockpit Personnel**

- Promoter/Hosts Php 2,000.00 per annum
- Pit Manager Php 500.00 per annum
- Referee Php 300.00 per annum
- Bet Taker (Kristo/Llamador) Php 300.00 per annum
- Bet Manager (Maciador/Kasador) Php 300.00 per annum
- Gaffer (Mananari) Php 200.00 per annum
- Cashier Php 200.00 per annum
- Derby (Matchmaker) Php 200.00 per annum

- **Soltada**

- Ordinary/Regular/Hackfight Php 50.00 per fight
- Plasada 1% of the total bet of the winner

Special Permit Fee for Cockfighting

- Special Cockfights (Pintakasi) Php 1,000.00 per day
- Special Derby Assessment from Promoters of:
 - One-Cock "Ulutan" and "Timbangan" Php 2,000.00 per day
 - Two-Cock Derby Php 3,000.00 per day
 - Three-Cock Derby Php 4,000.00 per day
 - Four-Cock Derby Php 5,000.00 per day
 - Five-Cock (or more) Derby Php 6,000.00 per day
 - International Derby Php 3,000.00 per day
- Soltada
 - Special Cockfight and Derby Php 120.00 per fight
 - International Derby Php 200.00 per fight

HOW TO AVAIL THE SERVICES:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the requirements and issue the Assessment Form	Ruby Concepcion; Ruby Ordoñez; Ma. Elinor Laureles; Mary Grace Basa; John Benedict Del Rosario; Glenn Elmer Ramirez	5 minutes

2	Pay the required fee(s) at the City Treasurer's Office	Receive the payment and issue the O.R.	Riva Dolor Alamo; Alvin Topacio (B.O.S.S. Window)	2 minutes
3	Present the O.R. and Assessment Form	Issue the certificate/ permit	Rolando dela Cruz; Melani Unawa; Richard Villanueva; Roehl Mañago, Jr.	3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				10 minutes
END OF TRANSACTION				

ISSUANCE OF CERTIFICATION OF NON-EXISTING BUSINESS, WITH EXISTING BUSINESS AND OTHER CERTIFICATIONS

WHO MAY AVAIL THE SERVICE:

- All residents and non-residents of the City of Imus

REQUIREMENT(S):

- Community Tax Certificate (CTC)

FEE(S)/CHARGE(S):

- With Existing Business Certification Php 50.00
- Non-Existing Business Certification Php 50.00
- Other Certifications Php 50.00

HOW TO AVAIL THE SERVICES:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess application and issue the Assessment Form	Ruby Concepcion; Ruby Ordoñez; Ma. Elinor Laureles; Mary Grace Basa; John Benedict Del Rosario; Glenn Elmer Ramirez	5 minutes
2	Pay the required fee(s)	Receive the payment and	Riva Dolor Alamo;	2 minutes

	at the City Treasurer's Office	issue the O.R.	Alvin Topacio (B.O.S.S. Window)	
3	Present the O.R. and Assessment Form	Issue the certificate/ permit	Rolando dela Cruz; Melani Unawa; Richard Villanueva; Roehl Mañago, Jr.	3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				10 minutes
END OF TRANSACTION				

ISSUANCE OF CEMETERY CONTRACT OF LEASE

WHO MAY AVAIL THE SERVICE:

- All residents of the City of Imus

REQUIREMENT(S):

- Referral Letter (issued by BPLO; for signature of the cemetery caretaker)
- Community Tax Certificate (CEDULA) of Informant/relative
- Death Certificate
- Previous Cemetery Contract (if renewal)
- Transfer Permit (if the deceased was a resident of City of Imus and died in another municipality/city)

FEE(S)/CHARGE(S):

• Alapan Public Cemetery

- Contract Fee Php 1,500.0
- Construction of new tomb fee Php 6,500.00
- Construction of old tomb fee Php 5,000.00
- Construction of bone crypt Php 3,000.00

• Toclong Public Cemetery

- Contract Fee Php 1,500.00
- Lot Renewal Php 100.00/sq.m./year



HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements and get the Referral Letter	Evaluate requirements and issue Referral Letter for signature of cemetery caretaker	Rolando S. Dela Cruz; Pablito Paglinawan; Regina Camaclang; Fatima Jenam Barco; Melanie Unawa	2 minutes
2	Present the Referral Letter	Fill-out the Referral Letter & sign	Ricardo Maniago, Jr; Nelson Vasquez (cemetery caretaker)	5 minutes
3	Present the referral letter	Prepare Cemetery Contract of Lease and release for signature	Rolando S. Dela Cruz; Pablito Paglinawan; Regina Camaclang; Fatima Jenam Barco; Melanie Unawa	6 minutes
4	Submit Cemetery Contract of Lease	The lessor (City Mayor) will sign the contract	City Mayor's Office	1 day
5	Notarize the Cemetery Contract of Lease		Any notary public office	
6	Pay the required fee(s) at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
7	Present the O.R. and Cemetery Contract of Lease (signed and notarized)	Get a copy of Cemetery Contract of Lease for filing	Rolando dela Cruz; Pablito Paglinawan; Regina Camaclang; Fatima Jenam Barco; Melani Unawa	2 minutes

Fill-out the Client Satisfaction Rating Form	
TOTAL DURATION OF ACTIVITY	1 day and 17 minutes
END OF TRANSACTION	



ORGANIZATIONAL CHART



JASMIN C. RAMOS
License Officer IV



ESMERALDO D. SAPIDA
License Officer III



ROLANDO S. DELA CRUZ
License Officer II



RUBY R. CONCEPCION
License Officer I



PABLITO A. PAGLINAWAN
Administrative Assistant V

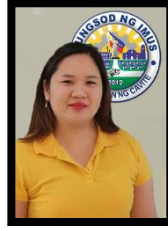


RUBY E. ORDOÑEZ
Administrative Assistant IV





MA. ELINOR G. LAURELES
License Inspector II



MARY GRACE B. BASA
License Inspector II



REGINA C. CAMACLANG
Administrative Assistant II



MELANI M. UNAWA
Administrative Assistant I



JOHN BENEDICT L. DEL ROSARIO
License Inspector I



FATIMA JENAM K. BARCO
License Inspector I



RICHARD M. VILLANUEVA
Administrative Aide III



ROEHL R. MAÑAGO, JR.
Administrative Aide II



GLENN ELMER S. RAMIREZ
Administrative Aide II



Location: The **Permits and License Division** is located at the Ground level of the New City Hall Building

Ms. Jasmin C. Ramos
Licensing Officer IV

You can also contact us at:
(046) 471-3279

Or email us at:
imusbplo@gmail.com

