

# **BUSINESS PERMITS AND LICENSING OFFICE**

## **EXTERNAL SERVICES**



## 1. ISSUANCE OF NEW BUSINESS/MAYOR'S PERMIT

All enterprises are required to secure a Business License and Mayor's Permit and pay business taxes before the start of commercial operations. Payments may be made annually, semi-annually or quarterly. Taxes are due on the first 20 days of each quarter.

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office	
<b>CLASSIFICATION</b>	Simple	
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business	
<b>WHO MAY AVAIL THE SERVICE</b>	All proprietors with new business in the City of Imus	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	Accomplished Business Permit Application Form/Unified Form (1 Copy – Original)	Business One-Stop Shop (BOSS), <a href="http://www.imus.gov.ph">www.imus.gov.ph</a>
	DTI, if Sole Proprietorship (2 Copies - 1 Original, 1 Photocopy) or  SEC Registration, if Partnership or Corporation (2 Copies - 1 Original, 1 Photocopy) or  CDA, if Cooperative (2 Copies - 1 Original, 1 Photocopy)	Business One-Stop Shop (BOSS), <a href="https://bnrs.dti.gov.ph/registration">https://bnrs.dti.gov.ph/registration</a> , Imus Satellite Office – The District Mall, City of Imus, Any DTI Office  <a href="https://crs.sec.gov.ph/">https://crs.sec.gov.ph/</a> ; Secretariat Building, PICC Complex, Roxas Boulevard, Metro Manila Philippines  <a href="https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents">https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents</a> ; 827 Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary cooperatives, this power has been delegated to the Regional or Extension Offices
	Barangay Clearance for business (2 Copies – 1 Original, 1 Photocopy)	Barangay Hall where the business is located
	Clearances (Zoning, Building Official, CENRO, Sanitary and Health Permit) If business is located in Public Market Market Clearance (2 Copies – 1 Original, 1 Photocopy) If Franchisee Franchise Agreement and Consent (2 Copies – 1 Original, 1 Photocopy) If Lessee Contract of Lease (2 Copies – 1 Original, 1 Photocopy)	Business One-Stop Shop (BOSS)  From the Economic Enterprise Management Office located at Imus Public Market  From the franchisor of the business  From the owner/lessor of the building or commercial stall

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the requirements and issue the Business Permit Assessment Form	None	9 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment. Pass the Business Assessment Form, O.R., CTC, to BFP personnel for Fire Inspection Fee payment, then to Sanitary Inspector for Sanitary Permit	<ul style="list-style-type: none"> <li>• Mayor's Permit Fee - Based on Type of Business &amp; Business Asset</li> <li>• Zoning Fee - Based on Type of Establishment</li> <li>• Building Inspection Fee - Based on Type of Structure</li> <li>• Garbage Fee -Based on Type of Establishment</li> <li>• Environmental Protection Fee-Based on Type of Establishment</li> <li>• Sanitary Inspection Fee - Based on Type of Establishment</li> <li>• Fire Safety Inspection Fee - 15 % of total assessment excluding business tax</li> <li>• Business Plate - Php 200.00 per Business Plate</li> </ul> (Refer to Municipal Ordinance No. 2008-94)	2 minutes	City Treasurer's Office assigned personnel
3. Claim the Business Permit Assessment Form with Official	3. Issue the Business Permit Assessment Form with Official	None	2 minutes	Norman Angeles; Felizardo San Jose, Jr.;

Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit			Richard Villanueva
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on computation</b>		<b>13 minutes</b>

### Mayor's Permit Fee

A. On business whose business tax rates are determined on the basis of their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and l of Municipal Ordinance No. 2008-94:

Asset Size	Amount
P 10,000.00 and below	150.00
Over P 10,000.00 to P 30,000.00	225.00
Over P 30,000.00 to P 50,000.00	300.00
Over P 50,000.00 to P 75,000.00	375.00
Over P 75,000.00 to P 100,000.00	450.00
Over P 100,000.00 to P 200,000.00	525.00
Over P 200,000.00 to P 350,000.00	600.00
Over P 350,000.00 to P 500,000.00	700.00
Over P 500,000.00 to P 750,000.00	800.00
Over P 750,000.00 to P 850,000.00	1,000.00
Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 30,000,000.00	60,000.00



B. On Banks

Rural Banks (Main or Branch)	P	5,000.00
Thrift Banks (Main or Branch)		5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)		10,000.00
Universal Banks (Branch)		20,000.00

C. On Other Financial Institutions per establishment

Lending	P	3,000.00
Pawnshop		3,000.00
Money Shops		3,000.00
Insurance		5,000.00
Pension Plan		5,000.00



## 2. RENEWAL OF BUSINESS/MAYOR'S PERMIT

Business Permit must be renewed from January 1 to 20, every year. Penalties are imposed after this period. Those for succeeding years are computed as a percentage of gross receipts/sales. Payments may be made annually, semi-annually or quarterly. Taxes are due on the first 20 days of each quarter.

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	All proprietors with existing business in the City of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Previous Business Permit and Official Receipt (O.R.) (1 Copy – Original)		Previously issued to the business taxpayer		
Gross Sales/Receipts or Financial Statement (1 Copy – Original)		From the accountant of the business or from the owner of the business		
Barangay Clearance for business (2 Copies – 1 Original, 1 Photocopy)		Barangay Hall where the business is located		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1. Assess the requirements and issue the Business Permit Assessment Form	None	6 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment. Pass the Business Assessment Form, O.R., CTC, to BFP personnel for Fire Inspection Fee payment, then to Sanitary Inspector for Sanitary Permit	<ul style="list-style-type: none"> <li>• Business Taxes - Based on Annual Gross Sales/Receipts</li> <li>• Mayor's Permit Fee - Based on Business Asset</li> <li>• Zoning Fee - Based on Type of Establishment</li> <li>• Building Inspection Fee - Based on Type of Structure</li> </ul>	2 minutes	City Treasurer's Office assigned personnel

		<ul style="list-style-type: none"> <li>• Garbage Fee -Based on Type of Establishment</li> <li>• Environmental Protection Fee-Based on Type of Establishment</li> <li>• Sanitary Inspection Fee - Based on Type of Establishment</li> <li>• Fire Safety Inspection Fee - 15 % of total assessment excluding business tax</li> <li>• Business Plate - Php 200.00 per Business Plate</li> <li>• Business Sticker - Php 20.00 per Sticker</li> </ul> (Refer to Municipal Ordinance No. 2008-94)		
3. Claim the Business Permit Assessment Form with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	3. Issue the Business Permit Assessment Form with Official Receipts, CTC, Business Plate/Sticker, Mayor's Permit Certificate, and Sanitary Permit	None	2 minutes	Norman Angeles; Felizardo San Jose, Jr.; Richard Villanueva
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on the computation</b>		<b>10 minutes</b>



## Mayor's Permit Fee

A. On business whose business tax rates are determined on the basis of their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and l of Municipal Ordinance No. 2008-94:

Asset Size	Amount
P 10,000.00 and below	150.00
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Over P 30,000.00 to P 50,000.00	300.00
Over P 50,000.00 to P 75,000.00	375.00
Over P 75,000.00 to P 100,000.00	450.00
Over P 100,000.00 to P 200,000.00	525.00
Over P 200,000.00 to P 350,000.00	600.00
Over P 350,000.00 to P 500,000.00	700.00
Over P 500,000.00 to P 750,000.00	800.00
Over P 750,000.00 to P 850,000.00	1,000.00
Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 30,000,000.00	60,000.00

B. On Banks

Rural Banks (Main or Branch)	P 5,000.00
Thrift Banks (Main or Branch)	5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)	10,000.00
Universal Banks (Branch)	20,000.00



C. On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00

**Business Tax**

A. On **manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce** of whatever kind or nature. In accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
Less than 10,000.00	198.00
10,000.00 or more but less than 15,000.00	264.00
15,000.00 or more but less than 20,000.00	362.40
20,000.00 or more but less than 30,000.00	528.00
30,000.00 or more but less than 40,000.00	792.00
40,000.00 or more but less than 50,000.00	990.00
50,000.00 or more but less than 75,000.00	1,584.00
75,000.00 or more but less than 100,000.00	1,980.00
100,000.00 or more but less than 150,000.00	2,640.00
150,000.00 or more but less than 200,000.00	3,300.00
200,000.00 or more but less than 300,000.00	4,620.00
300,000.00 or more but less than 500,000.00	6,050.00
500,000.00 or more but less than 750,000.00	9,600.00
750,000.00 or more but less than 1,000,000.00	12,000.00
1,000,000.00 or more but less than 2,000,000.00	16,500.00
2,000,000.00 or more but less than 3,000,000.00	20,130.00
3,000,000.00 or more but less than 4,000,000.00	23,760.00



4,000,000.00 or more but less than 5,000,000.00	27,720.00
5,000,000.00 or more but less than 6,500,000.00	29,250.00
6,500,000.00 or more	At a rate not exceeding forty five percent (45%) of one percent (1%)

The preceding rates shall apply only to the amount of domestic sales of manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Section.

B. On **wholesalers, distributors, or dealers in any article of commerce** of whatever kind or nature in accordance with the following schedules:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
Less than 1,000.00	21.60
1,000.00 or more but less than 2,000.00	39.60
2,000.00 or more but less than 3,000.00	60.00
3,000.00 or more but less than 4,000.00	86.40
4,000.00 or more but less than 5,000.00	120.00
5,000.00 or more but less than 6,000.00	145.20
6,000.00 or more but less than 7,000.00	171.60
7,000.00 or more but less than 8,000.00	198.00
8,000.00 or more but less than 10,000.00	224.40
10,000.00 or more but less than 15,000.00	264.00
15,000.00 or more but less than 20,000.00	330.00
20,000.00 or more but less than 30,000.00	396.00
30,000.00 or more but less than 40,000.00	528.00
40,000.00 or more but less than 50,000.00	792.00
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,244.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 300,000.00	3,950.00
300,000.00 or more but less than 500,000.00	4,924.00
500,000.00 or more but less than 750,000.00	7,920.00

750,000.00 or more but less than 1,000,000.00	10,560.00
1,000,000.00 or more but less than 2,000,000.00	12,000.00
2,000,000.00 or more	At a rate not exceeding sixty percent (60%) of one percent (1%)

The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers herein provided for.

C. On **exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities** enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article;

1. Rice and Corn;
2. Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
3. Cooking oil and cooking gas;
4. Laundry soap, detergents, and medicine;
5. Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
6. Poultry feeds and other animal feeds;
7. School supplies; and
8. Cement

D. On **exporters of all articles of commerce** of whatever kind or nature not mentioned under subsection (c), in accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
Less than 100,000.00	792.00
100,000.00 or more but less than 150,000.00	1,110.00
150,000.00 or more but less than 200,000.00	1,437.00
200,000.00 or more but less than 300,000.00	1,980.00
300,000.00 or more but less than 500,000.00	2,640.00
500,000.00 or more but less than 750,000.00	3,950.00
750,000.00 or more but less than 1,000,000.00	5,227.00
1,000,000.00 or more but less than 2,000,000.00	5,940.00
2,000,000.00 or more	At a rate not exceeding twenty- nine and a half



	percent (29.5%) of one percent (1%)
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For purposes of this provision, the term *exporters* shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article.

E. On **contractors and other independent contractors** in accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
Less than 5,000.00	32.75
5,000.00 or more but less than 10,000.00	73.65
10,000.00 or more but less than 15,000.00	125.45
15,000.00 or more but less than 20,000.00	198.00
20,000.00 or more but less than 30,000.00	330.00
30,000.00 or more but less than 40,000.00	462.00
40,000.00 or more but less than 50,000.00	660.00
50,000.00 or more but less than 75,000.00	1,056.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,376.00
150,000.00 or more but less than 200,000.00	3,168.00
200,000.00 or more but less than 250,000.00	4,356.00
250,000.00 or more but less than 300,000.00	5,544.00
300,000.00 or more but less than 400,000.00	7,392.00
400,000.00 or more but less than 500,000.00	9,900.00
500,000.00 or more but less than 750,000.00	11,100.00
750,000.00 or more but less than 1,000,000.00	12,300.00
1,000,000.00 or more but less than 2,000,000.00	13,800.00
2,000,000.00 or more	At a rate not exceeding fifty percent (55%) of one percent (1%)

Provided that in no case shall the tax on gross receipts of P2,000,000.00 or more be less than P13,800.00.



F. On **banks and other financial institutions**, at the rate of sixty percent of one percent (60% of 1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.

G. On **operators of theaters and cinema houses, video-movie houses utilizing beta, vhs, laser disc players of similar apparatus and other show houses** which are open to public for a fee:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
Less than 5,000.00	57.75
5,000.00 or more but less than 10,000.00	237.15
10,000.00 or more but less than 15,000.00	296.45
15,000.00 or more but less than 20,000.00	357.50
20,000.00 or more but less than 30,000.00	478.50
30,000.00 or more but less than 40,000.00	599.50
40,000.00 or more but less than 50,000.00	891.00
50,000.00 or more but less than 75,000.00	1,419.00
75,000.00 or more but less than 100,000.00	2,123.00
100,000.00 or more but less than 150,000.00	2,972.00
150,000.00 or more but less than 200,000.00	3,905.00
200,000.00 or more but less than 250,000.00	4,994.00
250,000.00 or more but less than 300,000.00	6,633.00
300,000.00 or more but less than 400,000.00	8,943.00
400,000.00 or more but less than 500,000.00	9,250.00
500,000.00 or more but less than 750,000.00	10,250.00
750,000.00 or more but less than 1,000,000.00	11,500.00
1,000,000.00 or more but less than 2,000,000.00	12,650.00
2,000,000.00 or more	At a rate not exceeding sixty percent (60%) of one percent (1%)



H. On **lessors of real estate** including apartments and boarding houses:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
Less than 5,000.00	112.75
5,000.00 or more but less than 10,000.00	171.15
10,000.00 or more but less than 20,000.00	340.45
20,000.00 or more but less than 30,000.00	566.50
30,000.00 or more but less than 40,000.00	715.50
40,000.00 or more but less than 50,000.00	918.50
50,000.00 or more but less than 60,000.00	1,100.00
60,000.00 or more but less than 70,000.00	1,408.00
70,000.00 or more but less than 80,000.00	1,672.00
80,000.00 or more but less than 90,000.00	1,958.00
90,000.00 or more but less than 100,000.00	2,244.00
100,000.00 or more but less than 150,000.00	2,783.00
150,000.00 or more but less than 200,000.00	3,762.00
200,000.00 or more but less than 300,000.00	5,016.00
300,000.00 or more but less than 500,000.00	7,425.00
500,000.00 or more but less than 750,000.00	12,475.00
750,000.00 or more but less than 1,000,000.00	18,075.00
1,000,000.00 or more but less than 2,000,000.00	19,800.00
2,000,000.00 or more	At a rate not exceeding sixty percent (60%) of one percent (1%)

I. On the businesses hereunder enumerated:

1. Commission agents;
2. Lessors, dealers, brokers of real estate;
3. On travel agencies and travel agents;
4. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums;
5. Subdivision owners/developers, Private Cemeteries and Memorial Parks owners/developers;
6. Privately-owned markets;
7. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;



- 8. Operators of Cable Network System;
- 9. Operators of computer services establishment;
- 10. General consultancy services;
- 11. All other similar activities consisting essentially of the sales of services for a fee.

<b>Gross Sales/Receipts For the Preceding Calendar Year</b>	<b>Tax Per Annum</b>
Less than 5,000.00	32.75
5,000.00 or more but less than 10,000.00	73.65
10,000.00 or more but less than 15,000.00	125.45
15,000.00 or more but less than 20,000.00	198.00
20,000.00 or more but less than 30,000.00	330.00
30,000.00 or more but less than 40,000.00	462.00
40,000.00 or more but less than 50,000.00	660.00
50,000.00 or more but less than 75,000.00	1,056.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,376.00
150,000.00 or more but less than 200,000.00	3,168.00
200,000.00 or more but less than 250,000.00	4,356.00
250,000.00 or more but less than 300,000.00	5,544.00
300,000.00 or more but less than 400,000.00	7,392.00
400,000.00 or more but less than 500,000.00	9,900.00
500,000.00 or more but less than 750,000.00	11,100.00
750,000.00 or more but less than 1,000,000.00	12,300.00
1,000,000.00 or more but less than 2,000,000.00	13,800.00
2,000,000.00 or more	At a rate not exceeding sixty percent (60%) of one percent (1%)

Provided, that in no case shall the tax on gross sales of P2,000,000.00 or more be less than P13,800.00.



J. On retailers with gross receipts or sales for the preceding year in the amount of:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
30,000.00 or more but less than 40,000.00	528.00
40,000.00 or more but less than 50,000.00	792.00
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,244.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 300,000.00	3,950.00
300,000.00 or more but less than 500,000.00	4,924.00
500,000.00 or more but less than 750,000.00	7,920.00
750,000.00 or more but less than 1,000,000.00	10,560.00
1,000,000.00 or more but less than 100,000,000.00	In excess of 1,000,000.00, 60% of 1% of the Gross Receipt
100,000,000.00 or more but less than 500,000,000.00	In excess of 100,000,000.00, 1% of the Gross Receipt
500,000,000.00 and above	In excess of 500,000,000.00, 75% of 1% of the Gross Receipt

K. On **Authorized Franchise Car Dealers** engaged in business of selling brand new vehicles and genuine parts pursuant to a valid and existing Franchise Agreement with legitimate manufacturers and distributors shall be taxed at the rate of 75% of 1% of gross receipts up to P100,000,000.00 and P750,000.00 plus 50% of 1% of gross receipts in excess of P100,000,000.00.

L. On **restaurants and other eating establishments** such as, but not limited to cafes, cafeterias, ice cream or refreshment parlors, carinderias, soda fountains, food caterers, fast food centers and snack counters shall be taxed at the rate of 1.75% of the gross receipts of the preceding calendar year.





M. On **peddlers** engaged in the sale of any merchandise or article of commerce, at the rate of P 60.00 per peddler annually.

N. On operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this municipality under a certificate of public convenience and necessity or similar franchises:

Air-conditioned buses	P 6,000.00 per unit
Buses without air conditioning	5,000.00 per unit
"Mini" buses	4,000.00 per unit
Fieras/Tamaraws	1,500.00 per unit
Taxis	1,000.00 per unit
Jeepneys	800.00 per unit
Multi-Cabs	800.00 per unit
Tricycles (5 or more units)	100.00 per unit



### 3. ISSUANCE OF MAYOR'S PERMIT FOR COOPERATIVE

Cooperatives are required to obtain or secure Mayor's Permit and pay the commensurate cost of regulation, inspection, and surveillance of the operation of its business.

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	All Cooperatives in the City of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Cooperative Development Authority (CDA) Registration (2 Copies - 1 Original, 1 Photocopy)		<a href="https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents">https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents</a> ; 827 Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary cooperatives, this power has been delegated to the Regional or Extension Offices.		
Community Tax Certificate (CEDULA) (1 Original/ Photocopy)		City Treasurer's Office		
Barangay Clearance for business (2 Copies – 1 Original, 1 Photocopy)		Barangay Hall where the business is located		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1. Assess the requirements and issue the Assessment Form	None	2 minutes	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	Mayor's Permit – Php 1,000.00	2 minutes	City Treasurer's Office assigned personnel
3. Present the O.R. and Assessment Form; receive the O.R. and Mayor's Permit Certificate	3. Issue the Mayor's Permit Certificate	None	2 minutes	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Php 1,000.00</b>	<b>6 minutes</b>	

#### 4. ISSUANCE OF TEMPORARY OR SEASONAL VENDOR'S PERMIT

Mayor's Permit is issued to temporary or seasonal vendors and exhibitors engaged in the sale or display of goods or services during fairs, fiestas, Christmas, foundation or anniversary day, and other holidays or special occasions, for a period of at least one (1) day but not more than one (1) year, in temporary booths or other temporary structures, located indoors or outdoors, whether leased or free.

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	All potential proprietors with business in the City of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
DTI , if Sole Proprietorship (2 Copies - 1 Original, 1 Photocopy)  or SEC Registration, if Partnership or Corporation (2 Copies - 1 Original, 1 Photocopy)  or CDA, if Cooperative (2 Copies - 1 Original, 1 Photocopy)		Business One-Stop Shop (BOSS), <a href="https://bnrs.dti.gov.ph/registration">https://bnrs.dti.gov.ph/registration</a> , Imus Satellite Office – The District Mall, City of Imus, Any DTI Office  <a href="https://crs.sec.gov.ph/">https://crs.sec.gov.ph/</a> ; Secretariat Building, PICC Complex Roxas Boulevard, Metro Manila Philippines  <a href="https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents">https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents</a> ; 827 Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary cooperatives, this power has been delegated to the Regional or Extension Offices		
Contract of Lease		From the owner/lessor of the building or commercial stall		
Community Tax Certificate (CEDULA)		City Treasurer's Office		
Barangay Clearance for business (2 Copies – 1 Original, 1 Photocopy)		Barangay Hall where the business is located		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1. Assess the requirements and issue the Assessment Form	None	2 minutes	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	<ul style="list-style-type: none"> <li>Business Taxes</li> </ul>	2 minutes	City Treasurer's Office assigned personnel

		<ul style="list-style-type: none"> <li>○ Renewal Based on Annual Sales/Receipts Gross</li> <li>● Mayor's Permit Fee <ul style="list-style-type: none"> <li>○ Four (4) square meters or less Php 7.00/day</li> <li>○ More than four (4) square meters Php 60.00/sq.m. per mo.</li> </ul> </li> </ul> <p>(Refer to Municipal Ordinance No. 2008-94)</p>		
3. Present the O.R. and Assessment Form; receive the O.R. and Mayor's Permit Certificate	3. Issue the Mayor's Permit Certificate	None	2 minutes	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on computation</b>	<b>6 minutes</b>	

### Mayor's Permit Fee

Size	Amount
Four (4) square meters or less	P 7.00/day
More than four (4) square meters	60.00/sq.m./mo.



## Business Taxes

- o Renewal

I. On the businesses hereunder enumerated: All other similar activities consisting essentially of the sales of services for a fee.

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
Less than 5,000.00	32.75
5,000.00 or more but less than 10,000.00	73.65
10,000.00 or more but less than 15,000.00	125.45
15,000.00 or more but less than 20,000.00	198.00
20,000.00 or more but less than 30,000.00	330.00
30,000.00 or more but less than 40,000.00	462.00
40,000.00 or more but less than 50,000.00	660.00
50,000.00 or more but less than 75,000.00	1,056.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,376.00
150,000.00 or more but less than 200,000.00	3,168.00
200,000.00 or more but less than 250,000.00	4,356.00
250,000.00 or more but less than 300,000.00	5,544.00
300,000.00 or more but less than 400,000.00	7,392.00
400,000.00 or more but less than 500,000.00	9,900.00
500,000.00 or more but less than 750,000.00	11,100.00
750,000.00 or more but less than 1,000,000.00	12,300.00
1,000,000.00 or more but less than 2,000,000.00	13,800.00
2,000,000.00 or more	At a rate not exceeding sixty percent (60%) of one percent (1%)

Provided, that in no case shall the tax on gross sales of P2,000,000.00 or more be less than P13,800.00.

J. On retailers with gross receipts or sales for the preceding year in the amount of:

<b>Amount of Gross Sales/Receipts For the Preceding Calendar Year</b>	<b>Tax Per Annum</b>
30,000.00 or more but less than 40,000.00	528.00
40,000.00 or more but less than 50,000.00	792.00
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,244.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 300,000.00	3,950.00
300,000.00 or more but less than 500,000.00	4,924.00
500,000.00 or more but less than 750,000.00	7,920.00
750,000.00 or more but less than 1,000,000.00	10,560.00
1,000,000.00 or more but less than 100,000,000.00	In excess of 1,000,000.00, 60% of 1% of the Gross Receipt
100,000,000.00 or more but less than 500,000,000.00	In excess of 100,000,000.00, 1% of the Gross Receipt
500,000,000.00 and above	In excess of 500,000,000.00, 75% of 1% of the Gross Receipt



## 5. ISSUANCE OF PERMIT FOR AMBULANT AND ITINERANT AMUSEMENT OPERATORS

Mayor's Permit is issued to operators of amusement area particularly within the Imus Town Plaza, Imus Covered Court and its vicinity.

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	All potential proprietors with business in the City of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Endorsement Letter from the City Mayor/City Administrator		Office of the City Mayor/ City Administrator's Office		
Community Tax Certificate (CEDULA)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1. Assess the requirements and issue the Assessment Form	None	2 minutes	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	<ul style="list-style-type: none"> <li>Mayor's Permit Fee Php 600.00 per sq.m./day (particularly within the Imus City Plaza, Imus Covered Court, and its vicinity)</li> <li>Circus, Carnivals, or the like Php 500.00 per day</li> <li>Merry-go-round, Rollercoaster, Ferris Wheel, Swing and other Mechanical rides (within Imus City Plaza or any public property) Php 1,200.00 per day</li> <li>Shooting gallery and other game booths Php 750.00 per day (less than or equal to 4 sq.m.)</li> </ul>	2 minutes	City Treasurer's Office assigned personnel

		Other gaming stalls Php 1,500.00 (greater than 4 sq.m.) per day		
3. Present the O.R. and Assessment Form; receive the O.R. and Mayor's Permit Certificate	3. Issue the Mayor's Permit Certificate	None	2 minutes	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on computation</b>	<b>6 minutes</b>	





## 6. ISSUANCE OF OTHER PERMITS

Mayor's Permit is issued to cockpit operators/owners/licensees and cockpit personnel. The following are the other issued permits:

- Permit for Cockpit Owners/Operators/ Licensees
- Permit for Promoters and Cockpit Personnel
- Special Permit for Cockfighting

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office	
<b>CLASSIFICATION</b>	Simple	
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business	
<b>WHO MAY AVAIL THE SERVICE</b>	<ul style="list-style-type: none"> <li>• All residents and non-residents of the City of Imus</li> <li>• All cockpit owners of the City of Imus (for issuance of Special Permit for Cockfighting)</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Permit for Cockpit Owners/Operators/ Licensees</b>		
<ul style="list-style-type: none"> <li>• <b>New License</b> <ul style="list-style-type: none"> <li>• Zoning/Locational Clearance (issued by the Zoning Administrator)</li> <li>• Building Plan and Design (duly approved by the City Engineer)</li> <li>• Sanitary Permit/Clearance (issued by the City Health Officer)</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• City Planning and Development Office</li> <li>• City Engineering Office</li> <li>• City Health Office</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Annual Renewal</b> <ul style="list-style-type: none"> <li>• Certification from the City Engineer to the effect that such cockpit is free from material, structural or other physical hazards</li> <li>• Sanitary Permit/Clearance (issued by the City Health Officer)</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• City Engineering Office</li> <li>• City Health Office</li> </ul>
<b>Permit for Promoters and Cockpit Personnel</b>		
<ul style="list-style-type: none"> <li>• Community Tax Certificate (CTC)</li> </ul>		<ul style="list-style-type: none"> <li>• City Treasurer's Office</li> </ul>
<b>Special Permit for Cockfighting</b>		
<ul style="list-style-type: none"> <li>• Endorsement Letter from the City Mayor/City Administrator</li> <li>• Community Tax Certificate (CTC)</li> </ul>		<ul style="list-style-type: none"> <li>• Office of the City Mayor/ City Administrator's Office</li> <li>• City Treasurer's Office</li> </ul>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the requirements and issue the Assessment Form	None	2 minutes	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	<ul style="list-style-type: none"> <li>• <b>Owner/operator/licensee of the cockpit:</b> <ul style="list-style-type: none"> <li>○ Application Filing Fee Php 3,000.00</li> <li>○ Annual Cockpit Permit Fee Php 15,000.00</li> </ul> </li> <li>• <b>Permit for Promoters and Cockpit Personnel</b> <ul style="list-style-type: none"> <li>▪ <b>Cockpit Personnel</b> <ul style="list-style-type: none"> <li>○ Promoter/Hosts Php 2,000.00 per annum</li> <li>○ Pit Manager Php 500.00 per annum</li> <li>○ Referee Php 300.00 per annum</li> <li>○ Bet Taker (Kristo/Llamador) Php 300.00 per annum</li> <li>○ Bet Manager (Maciador/Kasador) Php 300.00 per annum</li> <li>○ Gaffer (Mananari) Php 200.00 per annum</li> <li>○ Cashier Php 200.00 per annum</li> <li>○ Derby (Matchmaker) Php 200.00 per annum</li> </ul> </li> <li>▪ <b>Soltada</b> <ul style="list-style-type: none"> <li>○ Ordinary/Regular/Hackfight Php 50.00 per fight</li> </ul> </li> </ul> </li> </ul>	2 minutes	City Treasurer's Office assigned personnel

		<ul style="list-style-type: none"> <li>o Plasada 1% of the total bet of the winner</li> </ul> <p><b>Special Permit Fee for Cockfighting</b></p> <ul style="list-style-type: none"> <li>• Special Cockfights (Pintakasi) Php1,000.00 per day</li> <li>• Special Derby Assessment from Promoters of: <ul style="list-style-type: none"> <li>o One-Cock "Ulutan" and "Timbangan" Php 2,000.00 per day</li> <li>o Two-Cock Derby Php 3,000.00 per day</li> <li>o Three-Cock Derby Php 4,000.00 per day</li> <li>o Four-Cock Derby Php 5,000.00 per day</li> <li>o Five-Cock (or more) Derby Php 6,000.00 per day</li> <li>o International Derby Php 3,000.00 per day</li> </ul> </li> <li>• Soltada <ul style="list-style-type: none"> <li>o Special Cockfight and Derby Php 120.00 per fight</li> <li>o International Derby Php 200.00 per fight</li> </ul> </li> </ul>		
3. Present the O.R. and Assessment Form; receive the O.R. and Mayor's Permit Certificate	3. Issue the Mayor's Permit Certificate	None	2 minutes	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on Computation</b>	<b>6 minutes</b>	

## 7. ISSUANCE OF CERTIFICATION

The certification for non-existing business, with existing business, or other certifications related to businesses are issued by this office that are usually required for scholarships, hospitalization, BIR, and others. The following are the issued certifications:

- Certification - with existing business
- Certification - non-existing business
- Other Certifications

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents and non-residents of the City of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter		From the requesting party		
Community Tax Certificate (CEDULA)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1. Assess the requirements and issue the Assessment Form	None	2 minutes	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	<ul style="list-style-type: none"> <li>• With Existing Business Certification Php 50.00</li> <li>• Non-Existing Business Certification Php 50.00</li> <li>• Other Certifications Php 50.00</li> </ul>	2 minutes	City Treasurer's Office assigned personnel
3. Present the O.R. and Assessment Form; receive the O.R. and Certification	3. Issue the Certification Certificate	None	2 minutes	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Php 50.00</b>	<b>6 minutes</b>	

## 8. ISSUANCE OF CEMETERY CONTRACT OF LEASE (for lots owned by the city)

A Cemetery Contract of Lease for lots owned by this city is issued to the relative of the deceased resident of Imus. Rental fee is collected for the rental of Municipal Cemetery lots/niche with the lease period of five (5) years.

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents and non-residents of the City of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Referral Letter (issued by BPLO)		Business Permits & Licensing Office		
Community Tax Certificate (CEDULA)		City Treasurer's Office		
Death Certificate		From the Local Civil Registrar's Office of the City/Municipality where the person died;		
Transfer Permit (if the deceased was a resident of City of Imus and died in another municipality/city)		From the Treasurer's Office of the City/Municipality where the person died;		
Previous Cemetery Contract (if renewal)		From the relative of the deceased or person who processed the previous contract		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the requirements and get the Referral Letter	1. Evaluate requirements and issue Referral Letter for signature of cemetery caretaker	None	2 minutes (stop time)	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
2. Present the Referral Letter	2. Fill-out the Referral Letter & sign	None	5 minutes (stop time)	Nelson Vasquez (cemetery caretaker)
3. Present the Referral Letter with signature of cemetery caretaker	3. Check the requirements and approve the Referral Letter	None	10 minutes	General Services Office personnel
4. Present the Referral Letter with the complete requirements and receive the Cemetery Contract of Lease	4. Prepare Cemetery Contract of Lease, to be signed by concerned personnel and release for signature of the City Mayor	None	3 minutes	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez; Jasmin Ramos; Esmeraldo Sapida

5. Pay the required fee(s) at the City Treasurer's Office	5. Receive the payment and issue the O.R.	<b>Alapan Public Cemetery</b> <ul style="list-style-type: none"> <li>o Contract Fee <ul style="list-style-type: none"> <li>• New Php 1,500.00</li> <li>• Renewal Php 500.00</li> </ul> </li> <li>o Construction of new tomb fee Php 6,500.00</li> <li>o Construction of old tomb fee Php 5,000.00</li> <li>o Construction of bone crypt Php 3,000.00</li> </ul> <b>Toclong Public Cemetery</b> <ul style="list-style-type: none"> <li>o Contract Fee Php 1,500.00</li> <li>o Lot Renewal Php 100.00/sq.m./year</li> </ul>	2 minutes	City Treasurer's Office assigned personnel
6. Submit Cemetery Contract of Lease for signature	6. The lessor (City Mayor) will sign the contract	None	1 day	City Mayor
7. Notarize the Cemetery Contract of Lease	7. Wait for the client	None	(stop time)	Any notary public office
8. Present the O.R. and Cemetery Contract of Lease (paid, signed and notarized)	8. Write the O.R. no. in the Contract of Lease; Get a copy of Cemetery Contract of Lease, and Referral Letter for filing	None	1 minute	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Depending on the option chosen</b>	<b>1 day and 23 minutes</b>	

## 9. CERTIFIED COPY OF DOCUMENTS

Certified copy of Mayor's Permit or any certifications/permits originated from this office is issued to the requesting party.

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	All business owners or authorized personnel of the requesting party			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Photocopy of document/s originated from this office		From the requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1. Assess the requirements and issue the Assessment Form	None	2 minutes	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	Certified Copy Php 50.00 per copy	2 minutes	City Treasurer's Office assigned personnel
3. Present the O.R. and Assessment Form; receive the O.R. and Certified Copy document	3. Issue the Certified Copy document	None	2 minutes	Melani Unawa; Ruby Concepcion; Rolando Dela Cruz; Roehl Mañago, Jr.; Luisito Dominguez
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Php 50.00</b>	<b>6 minutes</b>	

## 10. VERIFICATION OF RECORDS

The requesting party may verify the records from this office in relation to business permit issued.

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	All requesting parties or authorized personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter (written letter, email)		From the requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1. Verify the request from the database	None	2 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion
2. Receive the reply thru letter/certification or email	2. Prepare the letter/certification or email and send to the requesting party	None	3 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>5 minutes</b>	

Note: All information to be disclosed will be in accordance with the Data Privacy Act



## 11. FILING OF BUSINESS COMPLAINT

Complaint on business establishments in City of Imus is filed in this office to undertake necessary actions.

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents and non-residents of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Business Complaint Form		Business Permits and Licensing Office (BPLO)		
Letter of Complaint		From the requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out and submit Business Complaint Form or Letter of Complaint	1.1 Interview the complainant	None	5 minutes	Rolando Dela Cruz; Esmeraldo Sapida
	1.2 Schedule the ocular inspection of the business complaint	None	1 minute	
2. Wait for the resolution to the complaint.	2.1 Ocular inspection on the scheduled date ("Special Visit")	None	1 day	Norman Angeles; Rolando Dela Cruz; Luisito Dominguez; Roehl Mañago, Jr.; Glenn Elmer Ramirez; Felizardo San Jose, Jr.
	2.2 Prepare the Inspection Report	None	5 minutes	
	2.3 Encode the inspected business establishment in the computer system and prepare an arrears assessment, if necessary	None	5 minutes	
	2.4 File the Inspection Report and attachments	None	1 minute	
3. Receive feedback or update	3. Send feedback or update to the complainant	None	1 minute	Ruby Concepcion; Rolando Dela Cruz; Esmeraldo Sapida
<b>TOTAL</b>		<b>None</b>	<b>1 day and 13 minutes</b>	

Note: May take up to 7 working days depending on the schedule of inspection

# **BUSINESS PERMITS AND LICENSING OFFICE**

## **INTERNAL SERVICES**



## 1. OCULAR INSPECTION OF BUSINESS ESTABLISHMENTS (JOINT INSPECTION TEAM)

Ocular inspection of business establishments is one of the tasks of BPLO to ensure the compliance with the laws and ordinances of the city.

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	None			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Answer the questions of the inspector	1. Interview the owner/ representative of inspected business establishment and take photos of the establishment	None	4 minutes	Norman Angeles; Mary Grace Basa; Regina Camaclang; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.;
2. Receive the inspection letter	2. Issue Inspection Form – 1 <sup>st</sup> letter or 2 <sup>nd</sup> letter (if necessary) Take photos of the business establishment	None	3 minutes	Ruby Ordoñez; Glenn Elmer Ramirez
<b>TOTAL</b>		<b>None</b>	<b>7 minutes</b>	Job Order employees assigned to BPLO



## 2. PREPARATION OF INSPECTION REPORT (JOINT INSPECTION TEAM)

Preparation of report is part of the task of the inspector to document the ocular inspection that will be used as reference in assessment of Business/Mayor's Permit.

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	None			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		From the requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Save the photos of the business establishment taken to the designated BPLO computer (Organized –folder should be per business establishment, per inspector, per date) complainant	None	1 minute	Job Order employees assigned to BPLO
	2. Prepare JIT Report Form and verify from the database the record of the inspected business establishment, and attach the duplicate of the inspection letter issued	None	2 minutes	Norman Angeles; Mary Grace Basa; Regina Camaclang; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
	3. Encode the inspected business establishment in the computer system	None	3 minutes	

	and prepare an arrears assessment, if necessary			
	4. Review and sign the JIT Report Form and submit for "digitization"	None	1 minute	Jasmin Ramos
	5. "Digitize" (take photo) the JIT Report Form and inspection form, and consolidate with the photos of the establishment taken by the Cluster Office JIT Team	None	2 minutes	Rolando Dela Cruz
	6. Upload the folder of business establishment inspected in "LINE APP" JIT Group	None	2 minutes	
	7. Write the control number in the JIT Report Form and encode it in the computer system	None	1 minute	Ruby Concepcion;
	8. File the JIT Report Form and the attached duplicate of the inspection letter issued, according to control number	None	1 minute	
<b>TOTAL</b>		<b>None</b>	<b>13 minutes</b>	



### 3. SERVING CLOSURE ORDER

Closure order is issued to business owners who had violated the laws and ordinances of the city.

<b>OFFICE OR DIVISION</b>	Business Permits and Licensing Office			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	None			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		From the requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Verify the record of the business establishment for closure	None	2 minutes	Rolando Dela Cruz; Ma. Elinor Laureles;
	2. Prepare the closure order letter	None	2 minutes	Ma. Elinor G. Laureles
	3. Submit the closure order letter to the City Mayor for approval and signature	None	3 minutes	Melani Unawa; Luisito Dominguez; Felizardo San Jose, Jr.
	4. Evaluation and approval of the City Mayor	None		City Mayor's Office
	5. Prepare the request letter for Police assistance	None	2 minutes	Ma. Elinor G. Laureles
	6. Submit the request letter to Police Station	None	3 minutes	Luisito Dominguez; Felizardo San Jose, Jr
	7. Serve the closure order and close the business establishment	None	10 minutes	Norman Angeles; Rolando Dela Cruz; Luisito Dominguez; Roehl Mañago, Jr.; Glenn Elmer Ramirez; Felizardo San Jose, Jr.; Richard Villanueva

	8. Prepare the Closure Order Report	None	5 minutes	Rolando Dela Cruz; Pablito Paglinawan
	9. File the Closure Order Report and attachments	None	1 minute	Ruby Concepcion
<b>TOTAL</b>		<b>None</b>	<b>28 minutes</b>	

