

FRONTLINE SERVICES AND REQUIREMENTS	STEPS	RESPONSIBLE PERSON/S	PROCESSING TIME	TAXES AND FEES	
<p><b>I. New Business</b></p> <p><b>a. Single Proprietorship</b></p> <p>1. DTI Business Name Registration Certificate</p> <p>2. Barangay Clearance</p> <p>3. Residence Certificate</p> <p><b>b. Corporation</b></p> <p>1. SEC Registration Certificate</p> <p>2. Articles of Incorporation &amp; by Laws</p>	<p><b>Step 1.</b> File Business Permit Application</p> <p>*Pre-inspection</p> <p>a) Evaluation/Verification</p> <p>b) Electronic Recording</p>	<p>ROBERT A. EVIOTA</p> <p>MARIAN TINA MENDOZA</p> <p>MARY JANE MALDA</p> <p>LEAH BRISO</p> <p>MARIKITH BAZAR</p> <p>CINDY MAE PALANAS</p>	<p>10 minutes</p>	<p>New</p> <p>Renewal</p> <p>Mayor's Permit Fee</p> <p>Fire Inspection Fee</p>	<p>Based on type of business and capitalization</p> <p>Based on annual gross receipts</p> <p>Based on business asset</p> <p>Based on type of establishment</p>

<p>3. Corporate Tax 4. Board Resolution/Secretary Certificate (Certified True Copy)</p> <p><b>c. Cooperative</b></p> <p>1. CDA Certificate 2. City Coop Certificate</p>	<p><b>Step 2.</b> One Time Payment</p> <p><b>Step 3.</b> Issuance of Business Permit</p>	<p><b>City Treasurer's Office</b></p> <p>RECHILDA SESE</p>	<p>10 minutes</p> <p>1 day</p> <p><i>*Maximum time: 2 Days</i></p>	<p>Building Inspection Fee</p> <p>Garbage Fee</p> <p>Business Plate</p> <p>Business Sticker</p>	<p>Based on type of structure</p> <p>Based on type of establishment</p> <p>P200.00 Per Business plate</p> <p>P45.00 per sticker</p>
<p><b>II. Renewal Business</b></p> <p>1. Previous Year Business Permit</p> <p>2. Previous Year Business Plate(Xerox)</p> <p>3. Previous Year Assessment</p>	<p><b>Step 1.</b> File Business Permit Application</p> <p>a) Evaluation/verification</p> <p>b) Electronic Recording</p> <p><b>Step 2.</b> One Time Payment</p> <p><b>Step 3.</b> Issuance of Business Permits</p>	<p>MARIAN TINA MENDOZA</p> <p>MARY JANE MALDA LEAH BRISO</p> <p>MARIKITH BAZAR CINDY MAE PALANAS</p> <p><b>City Treasurer's Office</b></p> <p>RECHILDA SESE</p>	<p>10 minutes</p> <p>5 minutes</p> <p><i>*Maximum time: HALF DAY</i></p>	<p>Sanitary</p>	<p>Based on line of business</p>