

CITIZEN'S CHARTER

Office : **Business Permits and Licensing Office**

Services : Issuance of Business Permits (New and Renewal), Retirement of Business, Ammendments, Occupational Permits and Certification

Transaction Procedure (Client Step)	Person Responsible for each Step	Maximum Time to conclude the process	Documents to be presented, if necessary	Amount of Fees
A. New Business Registration				
INQUIRE/SECURE application form & requirements 1. FILE your business application & requirements 2. PAY your Billing & Permit	Glenda Bondoc,Oscar Santos, Marissa Ramos Shiella Rigon Glenda Bondoc,Oscar Santos, Marissa Ramos Shiella Rigon Treasurer's Office Cashier	5 minutes 5 minutes	1. Barangay Clearance 2. Zoning Clearance 3. Picture of business establishment 4. Other National Requirements Billing	25% of 1% of Capital Ord. 85, S. 2015 Marikina Revenue Code
B. Renewal of Business				
INQUIRE/SECURE application form & requirements 1. FILE your renewal application & requirements 2. PAY your Billing & Permit	Resurreccion Badua, Rosalinda Gulosino Susan Ferrer Resurreccion Badua, Rosalinda Gulosino Susan Ferrer Treasurer's Office Cashier	2 minutes 5 minutes	1. Barangay Clearance Billing	Tax is based on Gross Sales/ Receipts Ord. 85, S. 2015 sec.28 Marikina Revenue Code

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<p>D. Occupational Permit</p> <p>INQUIRE/SECURE application form & requirements</p> <p>1. FILE your application for Occupational Permit</p> <p>2. PAY your Billing, after payment return to BPLO while your application is being processed.</p> <p>3. CLAIM your Occupational Permit</p>	<p>Carina Santos and Hernando de Leon</p> <p>Carina Santos and Hernando de Leon</p> <p>Treasurer's Office Cashier</p> <p>Carina Santos and Hernando de Leon</p>	<p>2 minutes</p> <p>2 minutes</p> <p></p> <p>2 minutes</p>	<p>Parental Consent if applicant is a minor (17 yrs. old below)</p> <p>Billing</p>	<p>Php 98.00</p> <p>Ord. 85, S. 2015</p> <p>sec.64d</p> <p>Marikina Revenue Code</p>

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E. Business Amendments					
INQUIRE/SECURE application form & requirements	Sheilla Rigon	2 minutes	1. Barangay Clearance (if there is a change of business address /location) 2. Zoning Clearance (if there is a change of business address/location, additional line of business.) 3. DTI or SEC registration (change of trade-name, business status, capitalization)	Php 500.00 Ord. 85, S. 2015 sec.74b Marikina Revenue Code	
1. FILE your application for business amendments	Sheilla Rigon	2 minutes			
2. CLAIM your Billing	Sheilla Rigon	2 minutes			
3. PAY your Billing, after payment return to BPLO while your application is being processed.	Treasurer's Office Cashier				Billing
4. CLAIM your Amended Business Permit	Sheilla Rigon	2 minutes			

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<p>F. Other Services/ Issuance</p> <p>A. Certification of :</p> <p> a. No Business Record</p> <p> b. Business Retirement</p> <p>B. Certified True Copy of Business Permit</p> <p>1. FILE your request</p> <p>2. PAY your Billing, after payment return to BPLO while your application is being processed.</p> <p>3. CLAIM your certification</p>	<p style="text-align: center;">Alicia Flores</p> <p style="text-align: center;">Treasurer's Office Cashier</p> <p style="text-align: center;">Alicia Flores</p>	<p style="text-align: center;">2 minutes</p> <p style="text-align: center;">2 minutes</p>	<p style="text-align: center;">Request letter</p> <p style="text-align: center;">Billing</p>	<p style="text-align: center;">Php 50.00</p> <p style="text-align: center;">Ord. 85, S. 2015</p> <p style="text-align: center;">sec.74a</p> <p style="text-align: center;">Marikina Revenue Code</p>