

CITY MAYOR'S OFFICE

Room 106, Ground Floor, Main Building, City Hall, Iligan City

Tel.: (063) 221-4329 email : iligancityinformation@gmail.com

Frontline Service : GRANTING OF BUSINESS PERMIT

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who May Avail of the Service : Business Operators

What are the Requirements : **For NEW BUSINESS**

Single Proprietorship

- *DTI Registration
- *Barangay Clearance (Location of Business)
- *Occupancy Permit (City Engineer's Office)
- *Lease Contract (If business space is rented)
- *Compliance of Zoning Ordinance (if applicable)

For Partnership, Corporation and Cooperative

- *SEC Registration and Article of Incorporation
- *CDA Certificate for Cooperative
- *Barangay Clearance (Location of Business)
- *Occupancy Permit (City Engineer's Office)
- *Lease Contract (If business space is rented)
- *Compliance of Zoning Ordinance (if applicable)

For Renewal of Business Permit

- *Basis for computing taxes, fees and charges (Income Tax Return)
- *Barangay Clearance (Location of Business)

Duration : 22 minutes



Ms. CARMEN P. MAGNAYE
Division Head
Permits & Licensing Division



How to avail of the service:

GRANTING OF BUSINESS PERMIT

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
1	Secure Application for Business Permit form and checklist of requirements as to type of business applied for.	Issue Application of Business Permit form and checklist. Instruct applicant how to comply with requirements.	1 min.	Victoria de Guzman		Application for Business Permit Form & Checklist of Requirements
2	Receive, fill up and submit application form and all requirements.	Receive the whole documents. Verify and check information on the Application for Business Permit form and the requirements.	5 mins.	ResaDerama/ Victoria de Guzman		
3	Wait while the encoding/processing is going on.	Encode all the data in the computer and print UNIFIED Form .	5mins.	Mila Mahinay Victoria de Guzman Resa Derama		Assessment Form
4	Proceed to Business Tax & Fees Division of City Treasurer's Office for assessment and payment of business tax.	Transmit information (applicant's data) to City Engineer's Office for assessment of regulatory fees. Advice client to proceed to City Treasurer's Office for assessment of business taxes and other fees.	1 min.	Mila Mahinay Victoria de Guzman Resa Derama		



How to avail the service - GRANTING OF BUSINESS PERMIT

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
5	Submit all documents, together with the Official Receipt to Permits & Licensing Division.	Check the compliance of requirements including the Bureau of Fire Protection Certificate.	3 mins.	Judith Surmion Carmen Magnaye		Official Receipt
6	Wait for the processing of the business permit.	Print Business Permit and countersign the Business Permit as to recommending approval.	2mins.	Judith Surmion Carmen Magnaye		
7	Receive and review duly approved Business Permit and corresponding Business Plate Number.	Forward Business Permit to the City Mayor for approval.	2 mins.	ResaDerama		Duly approved Business Permit & corresponding Business Plate Number.
		Release the Business Permit with corresponding Business Plate Number.	2 mins.	ResaDerama		
8	Affix signature in the logbook as proof of receipt.	Require applicant to affix signature in the logbook as proof of receipt.	1 min.	Resa Derama		
END OF TRANSACTION						