

# CITY TREASURER'S OFFICE

Iligan City Hall, Buhanginan Hill, Pala-o, 9200 Iligan City

Tel.: (063) 221-4343; 221-6316; 221-6515; email: [ctoiligan@gmail.com](mailto:ctoiligan@gmail.com)

**Frontline Service : RECOMMENDING APPROVAL FOR THE ISSUANCE 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 :** Anybody of legal age who is applying for Business Permit

**What are the Requirements:**

- Official Receipt
- Assessment Record
- Community Tax Certificate (CTC)
- Unified Forms from Permits and Licenses Division of the City Mayor's Office



**Duration : 3**

## How to Avail the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Submit Assessment Record with Official Receipt/s and Community Tax Certificate (CTC)	Receive, check documents and forward to the City Treasurer or the duly authorized representative	1 minute	Admin. Personnel		ORs, Assessment Record, CTC
2		Sign Assessment Record and recommend for the issuance of Mayor's Permit	1 minutes	City Treasurer		
3	Receive Assessment Record with the recommendatory Signature	Release Assessment Record with the recommendatory Signature for BP issuance	1 minute	Admin. Personnel		ORs, Assessment Record, CTC

**END OF TRANSACTION**

\*Processing period is accounted on average individual transaction time and does not include queuing time and/or volume of request factor.