

**BUSINESS PERMITS AND LICENSING OFFICE**

**CITIZEN'S CHARTER**

**RENEWAL OF BUSINESS/MAYOR'S PERMIT**

**SCHEDULE OF AVAILABILITY**

**MONDAY – FRIDAY**  
**8:00 AM – 5:00 PM**  
**NO NOON BREAK**

**WHO MAY AVAIL?**

**REGISTERED BUSINESSES**  
**WITH UPDATED PAYMENTS**

**TOTAL DURATION OF TIME**

**24 Minutes**

**REQUIREMENTS**

1. Certified True Copy of Quarterly Vat (1Q, 2Q, 3Q) and Monthly Vat (Oct. and Nov.) of previous year
  - If after April 15, submit Certified True Copy ITR
  - If Non-VAT present monthly percentage tax from January to December
  - If with branches outside Paranaque, submit breakdown of sales per city/municipality and attach business permit/application for those cities.

**If Applying thru representatives:**

For Single Proprietorship

\* Written Authorization Letter

\* ID of Registered Owner and Company ID of representative.

For Corporation

\* Secretary Certificate.

For Partnership

\* Partnership Certificate or authorization from one of the partners.

For Cooperative

\* Secretary Certificate.

STEPS	APPLICANT	SERVICE PROVIDER	DURATION	PERSON/OFFICE IN CHARGE	AMOUNT	REQUIREMENTS
1	Submit the requirements and the duly accomplished information sheet, indicating gross sales/receipt.	Receiving of the duly accomplished Information Sheet with signed declaration of gross sales/receipts and issuance of Statement of Account	5 mins	Rhodora Garduque (Senior Citizen/PWD) Arlene Dorosan Maricel Obal Liza Cruz Divina Escoto Mary Carr Binay Raquel Dimaya Czarina Lleva Jorge Villafuerte * Benjamin Espiritu * Rodolfo Eucariza Jr. * Josellito Yape * Mark Jason Cabio *		Information sheet and other required documents
		Review & countersign of assessment	2 mins	Daisy Santiago Maricel Obal		
2	Upon the receipt of the Statement of Account, proceed to the City Treasurer's Office for Payment of required fee			City Treasurer's Office		Statement of Account and other required documents
3	Issuance of Mayor's Permit, Sanitary Permit, Brgy. Clearance	Receiving of application form, official receipts and all other documents required.	3 mins	Jose Henson Aubrey Vargas Malou Ojo *		Statement of account together with the Official Receipts and other required documents
		Issuance of claim stub	1 min			
		Record business information and schedule inspection for Fire Safety Inspection Certificate (FSIC).		Bureau of Fire Protection		
		Record business information and issue sanitary permit.		City Health Office – Sanitary Division		
		Printing of Business Permit, Barangay Clearance.	5 mins	Jimboy Catugda Jeffrey John Rodriguez Howard Bactol * Jonathan Raymond Baylon *		
		Final review of documents and assessment.	5 mins	Daisy Santiago		
		Signature and Approval of Business Permit.	2 mins	ATTY. Melanie T. Soriano-Malaya		
		Encoding of Signed Business Permit (For Record Keeping).	2 mins	Rainelda Quiambao		
		Releasing of Business Permit, Barangay Clearance, Locational Clearance, Sanitary Permit.	5 mins	Eddie Torino Maria Luisa Ocampo		

--- END OF TRANSACTION ---

**Note: FOR BUSINESS WITH DELINQUENCIES, PAY STATEMENT OF ACCOUNTS FOR PREVIOUS YEARS/QUARTERS FIRST BEFORE RENEWING FOR THE CURRENT YEAR.**

**\*PROCESSING TIME IS BASED ON ONE CLIENT TRANSACTION ONLY. PROCESSING TIME IS EXTENDED WHEN THERE ARE 2 OR MORE CLIENTS.**

**\*FOR JAN 2 – 20, TRANSACTION TIME MAY VARY DUE TO LARGE VOLUME OF APPLICANTS.**

**\*ALL THOSE EMPLOYEES WITH "\*" ARE ASSIGNED FOR EVERY RENEWAL PERIOD FROM JANUARY 2 - 20.**