



LAPU-LAPU CITY CITIZEN'S CHARTER

BUSINESS PERMIT AND LICENSING OFFICE

1st Floor, City Hall Main Bldg., Lapu-Lapu City Government Center;
 BPLO: Claire V. Cabalda, REB, MPA Tel No. 340-0004



WHO MAY AVAIL OF THE SERVICE:

1. Proprietor
2. Corporation
3. Partnership
4. Cooperative
5. Association

REQUIREMENTS:

A. For NEW Application:

1. Filled up Unified Application Form
2. DTI/SEC/CDA Registration
3. Occpancy permit (If Lessor)
4. Contract of Lease (if renting or leasing)
5. Community Tax Certificate (CTC)

B. For RENEWAL Application

1. Filled up Unified Application Form
2. Basis for computing taxes, fees & charges
3. Community Tax Certificate (CTC)

FEES/CHARGES:

See Schedule of taxes and fees available at License Division

SCHEDULE OF SERVICE AVAILABILITY:

Monday to Friday, 8:00 am to 5:00 pm except holidays

PROCESS BUSINESS PERMIT APPLICATION - Business One-Stop Shop (BOSS)

HOW TO AVAIL OF THE SERVICE: FOLLOW THESE STEPS

STEPS	CLIENT	PERSONNEL	IT WILL TAKE YOU	PLEASE APPROACH
1	Submit Filled-up Business Application Form and the basis for computing taxes and fees	Receive and Evaluate the application	5 mins	Vilma Tuling Sanny L. Urot
		Verify and check the business establishment for prior years deficiency and print Notice to comply, if any (for renewal application)	5 mins	Vilma Tuling Sanny L. Urot
		Assess and print Business Tax Order of Payment (BTOP)	15mins	Juliet A. Aying, Jeannellou Marie G. Austero Natividad M. Vedula, Kenn Jude L. Dinopol Edlyn Comidoy, Merlinda Matus Eunice Carmelle O. Sapida
2	Pay to Collector	Application and its pertinent documents shall be routed to the backdoor offices: RPT Divison, CHD, CPDO, OBO, and BFP for further verification and assessment.	1 to 2 hrs	Vilma Tuling Sanny L. Urot
3	Submit OR and all documents attached and the remaining requirements (Barangay Business Clearance and CTC)	Receive payment and issue Official Receipt (OR)	5 mins.	Christie M. Fiel, Joyeen Yamson Ramil Paudac, Joydee Ompad Enjeneth Jubela, Kezia Mae F. Baring Gracie Lizza Tagalog Mary Rose Oximoso Mary Jane A. Desamparado
		Received, verify, evaluate and release the Business Mayor's Permit	Within 1 day	Herminia Tumulak Mariateta Baguio, Ma. Christina Daño