

2. PROVISION OF TECHNICAL ASSISTANCE TO APPLICANTS FOR NEW BUSINESS PERMIT/ LICENSE TO OPERATE IN THE CITY OF ILAGAN (External Services)				
Description of the Service: Business Permit assistance				
Office/Division:	Local Economic Development and Investment Promotion Office			
Classification:	Simple			
Type of Transaction:	Application			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">Application FormProof of Business RegistrationBusiness CapitalizationOccupancy PermitContract of Lease (if Lessee) Barangay Clearance (for business which are not required occupancy permit) DTI (Single Prop)/ SEC (Corporation)/ CDA (Cooperative)		<p>Joan B. Ramos/ Vincent D. Dalit (Express Lane Counter)</p> <p>Location: BPLO, 1st Floor Legislative Building, City Hall</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the LEDIPO Office and request for assistance in securing a Business Permit	Assist Investor	None	10 Minutes	Ryan Allan Santiago <i>Administrative Aide I</i> Location: LEIPO, 2 nd Floor City Hall Building, Brgy. San Vicente, City of Ilagan
2. LEDIPO Staff will provide list of requirements needed for the business permit and will assist the client in obtaining requirements from other offices	Provide requirements	None	10 minutes	Genesis Kate Lim/Jean Ngaya- an Casual Location: LEIPO, 2 nd Floor City Hall Building, Brgy. San Vicente, City of Ilagan
3. For Complete Requirements, please proceed to Business Permit and Licensing Office (BPLO) and fill-up application form and submit requirements for application and verification	Endorse client to BPLO	None	5 minutes.	Joan B. Ramos/ Vincent D. Dalit (Express Lane Counter) Location: BPLO, 1 st Floor Legislative Building, City Hall
TOTAL		None	25 minutes	

