

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 Form • Proof of Business Registration • Business Capitalization • Occupancy Permit • Contract 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	<p>Ryan Allan Santiago <i>Administrative Aide I</i></p> <p>Location: LEIPO, 2nd Floor City Hall Building, Brgy. San Vicente, City of Ilagan</p>
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	<p>Genesis Kate Lim/Jean Ngaya- an Casual</p> <p>Location: LEIPO, 2nd Floor City Hall Building, Brgy. San Vicente, City of Ilagan</p>
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.	<p>Joan B. Ramos/ Vincent D. Dalit (Express Lane Counter)</p> <p>Location: BPLO, 1st Floor Legislative Building, City Hall</p>
TOTAL		None	25 minutes	

