



Internal/External

1. SERVICE NAME: : ISSUANCE OF BUSINESS PERMIT (NEW BUSINESS/ RENEWAL OF BUSINESS/ SPECIAL LANE)

Description of the Service: Business permits are issued by the local government to individuals who conduct business within the government’s geographical jurisdiction. It is the authorization to start a business issued by the local government. Business establishments/owners/registrants from the previous year are mandated to renew their licenses annually in order for them to continue with normal course of operations and regulations of their businesses. Renewal period is on the first month of calendar year.

Office or Division:	BUSINESS PERMITS AND LICENSING OFFICE
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	ALL INDIVIDUALS WHO ARE INTERESTED TO CONDUCT BUSINESS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>NEW BUSINESS PERMIT REGISTRATION</u></p> <ul style="list-style-type: none"> PROOF OF BUSINESS REGISTRATION: <ul style="list-style-type: none"> DTI (Single Prop) SEC (Corporation) CDA (Coop.) CONTRACT OF LEASE (if Lessee) <p><u>RENEWAL BUSINESS PERMIT REGISTRATION</u></p>	<ul style="list-style-type: none"> DTI – Negosyo Center, Ground floor, BPLO Office or Jeremy Bldg, National Hi-way, Alibagu, City of Ilagan, Isabela SEC- Security and Exchange Commission – National Office, Manila CDA – Cooperative Development Authority – Regional Office, Tuguegarao City BIR – City Terminal, Alibagu, City of Ilagan, Isabela or BIR-RDO, Naguilian, Isabela



<ul style="list-style-type: none"> AUDITED FINANCIAL STATEMENT/ I.T.R. PRESCRIBED BY B.I.R. <p>ADDITIONAL REQUIREMENT DEPENDS ON THE NATURE OF BUSINESS</p>				
CLIENT STEPS (ONLINE APPLICATION)	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (Minimum)	PERSON RESPONSIBLE
1. Apply/claim using your Cellphone	Verify documents/ assess/ Issue business permit	Online payment was based on TOP sent to the tax payer	Total of 20 minutes	JO-AN B. RAMOS Administrative Aide I

CLIENT STEPS (WALK-IN APPLICATION)	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (Minimum)	PERSON RESPONSIBLE
1. Apply/ Assess "Counter #1" & "Counter #2" for Business Permit Renewal "Counter #4 for New Business Registration "Counter #3" for Special Lane	Verify documents/ assess taxes, fees and charges	None	5 minutes	ARCHIE B. MARAMAG Administrative Aide I VINCENT D. DALIT Administrative Aide I JOANA CARMELA F. RAMIRO Casual



2. Pay "Counter #6"	Verify documents/ assess taxes, fees and charges	Cedula Individual CTC is GSR/1000.00 +5, not to exceed P5,000.00 Corporate CTC is (GSR / P5000.00 * 2) + P500 not to exceed P10,000.00 Tax on New Business is .0005 x Capital Investment Tax on Business Renewal will be computed as: Manufacturer is .0050 x GSR Wholesaler is .0066 x GSR Essential Commodities	3 minutes	RICARDO A. AGTARAP Revenue Collection Officer III PRECIOUS JOY A. BALMACEDA Administrative Aide I



			<p>is .0033 x GSR</p> <p>Contractors is .0066 x GSR</p> <p>Banks & Financial Inst is .0066 x GSR</p> <p>Retailer is 2.66% x GSR for 400,000 or less & 1.33% x GSR for more than 400,000</p> <p><u>*Where GRS =</u> <u>Gross</u> <u>Sales/Receipts</u></p> <p>Graduated Fees:</p> <p>Mayor's Permit Fee 330.00 to 11,000.00 based on asset size or number of workers whichever will yield the higher fee</p> <p>Environmental Fee 100.00 to 3,000.00 depending on area (sqm)</p>		
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			<p>and business line</p> <p>Fire Fund Fee 100.00 to 1,000.00 depending of kind of business</p> <p>Sanitary Inspection Fee 350.00 to 1,100.00 depending on area</p> <p>Fixed Fees Certification Fee 120</p> <p>Sticker Fee 50.00</p> <p>Plate 300.00</p> <p>Documentary Stamp 30.00</p> <p>Signboard/ Ads 110.00</p>		
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ARTA
ANTI-RED TAPE AUTHORITY
OFFICE OF THE PRESIDENT



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Claim at "Counter #7	Issue business permit		2 minutes	GLENN G. AGCAOILI License Inspector I MA. CHRISTIAN MAYE G. BALICANTA License Inspector I
TOTAL			10 minutes	