



**External**

**2. SERVICENAME: PROVISION OF TECHNICAL ASSISTANCE TO APPLICANTS FOR NEW BUSINESS PERMIT/ LICENSE TO OPERATE IN THE CITY OF ILAGAN**

**Description of the Service:** Business Permit assistance

<b>Office or Division:</b>	Local Economic Development and Investment Promotion Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Application
<b>Who may avail:</b>	All

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Proof of Business Registration</li> <li>• Business Capitalization</li> <li>• Occupancy Permit</li> <li>• Contract of Lease (if Lessee)</li> <li>• Barangay Clearance (for business which are not required occupancy permit)</li> <li>• DTI (Single Prop)/ SEC (Corporation)/ CDA (Cooperative)</li> </ul>		<p><b>Joan B. Ramos/ Vincent D. Dalit</b> (Express Lane Counter)</p> <p>Location: BPLO, 1st Floor Legislative Building, City Hall</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit the LEDIPO Office and request or assistance in securing a Business Permit	Assist Investor	None	10 minutes	<p><b>Ryan Allan P. Santiago</b> Administrative Officer IV</p> <p>Location: LEDIPO, 2nd Floor City Hall</p>



				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 / Maria Krizza Ana S. Castro Casual Location: LEDIPO, 2nd 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, 1st Floor Legislative Building, City Hall
TOTAL		None	25 minutes	