**MGA HAKBANG SA PAGKUHA NG BUSINESS PERMIT 2015**

1. Humingi ng application form (unified form) sa counter ng Business Permit and Licensing Office at punan ang lahat ng mahahalagang impormasyon.
2. Ipasa at ipatasa ang nasabing application form sa Licensing officer kasama ang mga sumusunod na requirements:

* Sedula (Communinity Tax Certificate)
* Barangay Permit
* 2x2 picture
* Location Sketch
* DTI/Sec/CDA Certificate
* BIR Certificate
* Long Folder & Fastener

Clearances

* Sanitary Permit/Clearance
* Market Clearance
* Zoning Clearance
* Real Property Tax Clearance (RPT)
* Municipal Treasurer’s Clearance

1. Bayaran ang nasabing tasa (assessment) sa tanggapan ng Ingat Yaman (Office of the Mun. Treasurer).

Requirements:

* Assessment of taxes, fees & charges plus all documents from step 2-3

1. Ipasa ang application form at ang mga documentary requirements sa Business Permits and Licensing Office upang maisagawa ang pagpoproseso ng kaukulang Business Permit.

Requirements:

* OR of Taxes, fees & charges paid
* All documents from 2-4
* Fire Safety Inspection Certificate (FSIC) and Official Receipt from Bureau of Fire Protection (BFP)