

BUSINESS PERMIT AND LICENSING OFFICE

G/F Marikina City Hall Munding Ave. Sta. Elena, Marikina City
 DEPARTMENT HEAD: ATTY. NANCY V. TEYLAN
 Tel. No.: 646-2354

SERVICES OFFERED:

- Issuace of New Business Permit
- Renewal of Business Permit
- Retirement of Business
- Occupational Permit

	Client step	Office/Person Responsible	Location of Office	Processing Time
1	<p>A. New Business Registration</p> <p>Inquire/Secure application form & requirements</p> <p>File your business application & requirements</p> <p>Evaluation & Assessment</p> <p>Claim your Billing</p> <p>Pay your billing, after payment return to BPLO & wait while your Business Permit is being processed.</p> <p>Claim your Business Plate</p> <p>Business Permit</p>	<p>Ms. Tessi Magsino/ Oscar Santos Window 43 & 45</p> <p>Window 43 & 45</p> <p>Assessment Section Window 43 & 45 Window 6,7 & 8</p> <p>Window 43 & 45 Window 43 & 45</p>	<p>BPLO</p> <p>BPLO</p> <p>BPLO BPLO Treasurer's Office</p> <p>BPLO BPLO</p>	<p>2 minutes</p> <p>5 minutes</p> <p>10 minutes 2 minutes 5 minutes</p> <p>10 minutes</p>
2	<p>B. Renewal of Business</p> <p>Inquire/Secure application form & requirements</p> <p>File your renewal application & requirements</p> <p>Evaluation & Assessment</p> <p>Claim your Billing</p> <p>Pay your billing, after payment return to BPLO & wait while your Business Permit is being processed.</p> <p>Claim your Business Plate</p> <p>Business Permit</p>	<p>Ms. Susan Ferrer Window 46</p> <p>Window 46</p> <p>Assessment Section Window 46 & 48 Window 6, 7, & 8</p> <p>Window 49 Window 35</p>	<p>BPLO</p> <p>BPLO</p> <p>BPLO BPLO Treasurer's Office</p> <p>BPLO BPLO</p>	<p>3 - 5 days (Jan. 1-20 Renewal Period)</p> <p>1 Day (Regular Period)</p> <p>Upon Payment of Billing</p>

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3	<p>C. Retirement of Business Inquire/Secure retirement application form and requirements. File your retirement application & requirements Inspection of business will be conducted Evaluation & Assessment Claim your Billing Pay your billing, after payment return to BPLO & wait while your Approved Retirement is being processed Claim your approved business retirement</p>	<p>Ms. Dorie Turingan Window 48 Window 48 License Inspector Assessment Section Window 48 Window 6,7, & 8 Window 34</p>	<p>BPLO BPLO BPLO BPLO BPLO Treasurer's Office BPLO</p>	<p>1- 2 days</p>
4	<p>D. Occupational Permit Inquire/Secure application form & requirements File your application for occupational permit Claim your Billing Pay your billing, after payment return to BPLO & wait while your Occupational Permit is being processed Claim your permit</p>	<p>Ms. Ellen Obmerga Window 36 Window 36 Window 36 Window 6, 7 & 8 Window 36</p>	<p>BPLO BPLO Treasurer's Office BPLO</p>	<p>1 minute 2 minutes 2 minutes 5 minutes</p>
5	<p>E. Amendments in the Business Permit (change of business owner, address, capitalization, status etc.) Inquire/ Secure request form & requirements File your request form & requirements Claim your Billing Pay your billing, after payment return to BPLO & wait while your Permit is being processed Claim your Permit</p>	<p>Ms. Glenda Bondoc Window 34 Window 34 Window 34 Window 6,7 & 8 Window 34</p>	<p>BPLO BPLO BPLO Treasurer's Office BPLO</p>	<p>1 minute 2 minutes 1 minute 2 minutes 5 minutes</p>
	<p>Complaints & Suggestion, please see or write:</p>	<p>Atty. Nancy V. Teylan Ms Janet Obispo</p>	<p>BPLO Personnel Office</p>	

Requirements:

New Registration:

1. Zoning Clearance
2. DTI / Sec Registration
3. Barangay Clearance
4. Community Tax Certificate
5. Photos of business establishment (3R showing the signboard & sidewalk)
6. Sanitary Permit (City Health Office)
7. Fire Inspection Certificate (Bureau of Fire Protection)
8. Occupancy Permit/Change of Use Certificate (City Engineering)
9. CEMO Certificate (City Environment & Management Office)
10. SSS Registration / BIR / Pag-Ibig Registration
11. Lessor's Business Permit & Contract of Lease (if renting)
12. Public Liability Insurance
13. Others (National Requirement)

Renewal:

1. Barangay Clearance
2. Previous Business Permit & Official Receipts
3. Financial Statement/Quarterly/Vat>Returns/ITR
4. Sanitary Permit
5. Annual Inspection Certificate
6. Fire Inspection Certificate
7. Contract of Lease (if renting)
8. CEMO Certificate
9. ICAM/MTCAM Cert. MVCCI Reg. BIR, Pag-ibig, SSS Clearance, other National Requirements

Retirement of Business:

1. Latest Business Permit & Official Receipts
2. Business Plate
3. Notarized application for Business Retirement
4. Secretary's Certificate
5. Latest quarterly Vat-returns or Monthly Percentage Tax

Occupational Permits:

1. Barangay Clearance
2. Police/NBI Clearance
3. Health Certificate

Amendment in Business Permit:

1. Request form
 2. Affidavit
 3. DTI or SEC
 4. Barangay Clearance
 5. Zoning
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