
Mayor's Permit Requirements and Procedures

Requirements for New Mayor's Permit

- Application Form - you need to fill this out correctly
- Proof of Business Registration (DTI / SEC / Cooperative Development Authority (CDA))
- Community Tax Certificate
- Barangay Business Clearance
- Contract of Lease (if Lessee)
- Basis for computing taxes, fees and charges (e.g. Business Capitalization)
- Location Sketch of the Business

Requirements for Renewal of Mayor's Permit

- Community Tax Certificate
- Barangay Business Clearance
- Prior Year's Print out of Mayor's Permit / T. O. P.
- Basis for computing taxes, fees and charges (e.g. Income Tax Returns / Sworn Statement of Gross Sales)

Steps and Procedures in Getting Mayor's Permit

1. Secure Clearances

1. BIR Certificate of Payment - go to the BIR Agent
2. Sanitary Permit - go to the Health Sanitary Inspector
3. Building Permit - go to the Office of Building Official
4. Fire Clearance - go to the Bureau of Fire Department
5. Zoning Clearance - go to the Zoning Administrator

2. Go to the Filing and Assessment section and have your files verified by the business permit licensing staff and have your files assessed by the Municipal Treasurer's.

3. They will issue you (T.O.P.) **Tax Order Payment** which will be approved by the Mayor then you need to pay the amount at the cashier

4. After payment, secure your **Certificate of Registration** and have your Mayor's Permit Released.

This study resource was
shared via CourseHero.com