

EXISTING PROCESS	REQUIREMENTS	ISSUES AND CONCERN	FEES	STRATEGIES	REMARKS
A .BPLO 1. Business Permit Application 2. Assessment/ Payment 3. Issuance BP	DTI, SEC, CDA SEDULA BRGY. CLEARANCE CONTRACT OF LEASE ZONING (new business)		Php 3094	Internal process to include in the database of PESO Count the # of Certifications that need payment of Documentary Stamps to be included in the assessment Special process for the Micro enterprises	1 HR
REGULATORY REQUIREMENTS					
B. POLICE	Bgy. Clearance Live Birth/Valid IDs Sedula Official Receipt from CTO Fill up Forms Business Permit (Renewal for PUJ and MCH)	-Signatory -staff processing the documents are the same person in-charge for the processing of signature of the certificate	Php 50 Php 15 doc stamps (included in the BP assessment)	For Recommendation -delegate signatory of Police clearance to authorized personnel (E-signature of CPD) -30 mins releasing of Police clearance	10 MINS
C. FIRE	Fill up Form Business Tax Assessment Payment	-availability of fire inspector -weather condition -No occupancy permit	(National) Business Tax Assessment less graduated fixed tax plus	Assign a BFP staff at the BPLO to issue BFP Forms and receive payments	2 DAYS

	<p>Issuance Inspection order Inspection After Inspection Report Issue Fire Safety Inspection Certificate</p>	- bulk of transactions	<p>BIR, Police Clearance, Bgy. Clearance, DTI multiplied by 10% If Gas Station – storage clearance fee (#tanks) Residential business, hotel- .01% of the assessed value of the building</p> <p>(Local) Payment of national fire safety inspection fee multiplied by 2</p> <p>Electrical Inspection Fee (depends upon the # of electrical appliances used) minimum of Php200</p> <p>Php 50 certification fee Php 40/ fire extinguisher</p> <p>If gas station (storage/installation of flammable/combustible liquid Php 150/month) Php 1800</p>	<p>No issuance of BFP Form if no occupancy permit (New Building)</p> <p>Cut-off 11AM schedule of submission of BFP Forms for inspection</p>	
D. CEO Clearance	Certificate of occupancy (new building)	-Availability of transportation facility	Php 504 (included in the BP	Create a standard form and issuance of	1 DAY

	<p>NO issuance of building permit without FSEC</p> <p>Schedule of inspection</p> <p>Issue Certificate of Compliance of requirements</p>		assessment)	<p>certificate</p> <p>Cut-off 11AM schedule for inspection</p>	
E. RPT	<p>1 Land Tax Tax Clearance</p> <p>2. Verification</p> <p>Building Permit Building Plan(Floor Plan only) Certificate of Completion/Occupancy Affidavit of ownership(if no bldng permit) Tax Declaration of lot</p> <p>Inspection</p> <p>Appraise/Assessment</p> <p>Payment Issue Tax Declaration Certificate, Building and</p>		<p>Php 50 (included in the BP assessment)</p>	<p>1 hrs inspection 1 hr preparation Pass and approval 3 mins</p>	2 -3 HRS

	<p>Machineries List of machineries and equipment with corresponding value and estimated economic life</p>				
F. CITY HEALTH	<p>OR Payment Fill-up Form</p> <p>Sanitary Permit (NFE) -OR Payment -# of employees -stool and sputum -laboratory -result -Release of Health Card</p> <p>Sanitary Permit (FE) -OR Payment -# of employees -stool and sputum -laboratory -X-ray (chest) -Hepa -certificate of water potability -certificate of pest Control -seminar (every Thursday morning</p>		<p>Php 80 Stool and Sputum Php 200 – 600 Sanitary Fee (included in the BP assessment)</p>		1 DAY

	60max participants) -result -Release of Health Card 3 card Cream – FE Green - NFE Pink – Nightclub Bgy. Resolution				
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Trading – General merchandise - essential (retailer)	Php 3,969
- Non-essential	Php 5,669
Manufacturing - essential	Php 4,484
Services – Contractor and Services – hotel	Php 20,284
- Gas station	Php 7,064
- Construction	Php 3,194
- School	Php 6,209
- Café	Php 4,454
- Real Estate	Php 3,144
- Eatery	Php 3,794

1 HR RELEASE OF BUSINESS PERMIT 30 DAYS MAXIMUM COMPLIANCE OF REGULATORY REQUIREMENTS