

1. Issuance of Certification of Mayor's Permit

Is a document issued certifying true copy of the document released by this office.

Office or Division:	Business Permit and Licensing Unit
Classification:	Simple
Type of Transaction	G2B - Government to Business
	G2C - Government to Citizen
Who may Avail:	Person or entity with business and activity within the jurisdiction of the Municipality
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Original and photocopy of Mayors Permit	applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present original and submit photocopy of Mayor's Permit	Receive, check and process application	none	5 mins	Thomjie Anthony Roxas , John Peter Tenorio ,BPLO Staff
Pay required fees at Municipal Treasurer's Office	Receive payment and issue Official Receipt	P50.00/copy	5 mins	Lea Garcia MTO Clerk / Cashier
Present OR and claim certificate	Issuance of Certification	none	2 mins	Thomjie Anthony Roxas , John Peter Tenorio ,BPLO Staff
		Total	12 mins	

1. Business/Mayor's Permit for Firecrackers and fireworks (New/Renewa

Is a document issued to any person who shall establish, operate or conduct a fire crackers or fireworks related business, trade or activity within municipality. Such document will be approved only after submission of requirements, payment of necessary taxes and fees imposed thereon.

Office or Division:	Business Permit and Licensing Unit
Classification:	Simple
Type of Transaction	G2B - Government to Business
	G2C - Government to Citizen
Who may Avail:	Person or entity with business and activity within the jurisdiction of the Municipality
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Duly accomplished Form	BPLO / Treasurer's Office
Community Tax Certificate	Treasurer's Office
Certificate of Business Registration DTI Registration (Single Prop.)	Department of Trade and Industry Office
Barangay Business Clearance	Concerned Barangay were busines is located
Barangay Clearance	Concerned Barangay
Police Clearance	Philippine National Police Headquater
Court Clearance	Municipal Trial Court
Valid Retailer's Seminar on Fire Crackers	Camp Crame
PNP License to Sell	Camp Crame
Locational Clearance/Zoning Clearance	Zoning Officer - Municipal Planning and Development Coordinator (MPDC)
Occupancy Permit/ Municipal Engineering Clearance	Municipal Engineering Office (MEO)
Sanitary Permit and Health Certificate	Sanitary Officer - Rural Health Unit I/II
MENRO Clearance	Mun. Environment and Natural Resources Office (MENRO)

Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection (BFP)
ECC/CNC Permit to Operate	Bulacan Environment and Natural Resources Office (BENRO)
Municipal Inspection Team Waiver	Municipal Inspection Team Office
Authorization Letter with id of owner (if representative)	Owner of Business

STEPS IN SECURING FIRE CRACKER PERMIT (New and Renewal)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Submit fully accomplished application form (window 1/Treasurer's office)	Receive application for encoding and assessment of fees and charges	None	5-10 mins	Cristina Murillo / Myrna Gaddi
2. Submit assessed and encoded application form and complete requirements at Business Permit and Licensing Office	Submit duly accomplished form for checking and verification of all documentary requirements	None	3-7 mins	Nino Maranguis/ Thomjie Anthony Roxas - BPLO Staff
3. Pay necessary fees (Window 3-Treasurer's Office)	Receive payment of all taxes, fees and charges	See table: Permit and Regulatory Fees	3-7 mins	Lea Garcia/ Cristina Murillo - MTO Cashier
Present Official Receipt/ Acknowledgement	Release of Permit	None	5-8 mins	John Peter Tenorio / BPLO Staff
		Total	6-32 mins	

Note: With complete requirements and under normal circumstances

2. Peddler's Ambulant / Permit

Is a permit issued to peddler or the same

Office or Division:	Business Permit and Licensing Unit
Classification:	Simple
Type of Transaction	G2B - Government to Business
	G2C - Government to Citizen
Who may Avail:	Person or entity with business and activity within the jurisdiction of the Municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Community Tax Certificate (Cedula)	Municipal Treasurer's Office
Barangay Business Clearance	Applicant
Sanitary Permit / Health Certificate	Rural Health Unit I/II
MENRO Clearance	MENRO
Valid ID	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS- ING TIME	PERSON RESPONSIBLE
1. Submit fully accomplished application form (window 1/Treasurer's office	Receive application for encoding and assessment of fees and charges	none	5-10 mins	Cristina Murillo - MTO Clerk
2. Submit assessed and encoded application form and complete requirements at Business Permit and Licensing Office	Submit duly accomplished form for checking and verification of all documentary requirements	none	3-7 mins	Thomjie Anthony Roxas Nino Maranguis BPLO Personnel

3. Pay necessary fees (Window 3- Treasurer's Office)	Receive payment of all taxes, fees and charges	See table: Permit and Regulatory Fees (excerps from Municipal Ordinance of Calumpit)	3-7 mins	Lea Garcia MTO Cashier
Present Official Receipt/ Acknowledgement Receipt	Release of Permit	none	5-8 mins	John Peter Tenorio BPLO Personnel
		Total	16-32 mins	

Note: With completed requirements and under normal circumstances

1. Issuance of Certificate of Business Closure

Is a document issued that certifies to a business that has totally stopped and has no pending liabilities at the Municipality.

Office or Division:	Business Permit and Licensing Unit
Classification:	Simple
Type of Transaction	G2B - Government to Business
	G2C - Government to Citizen
Who may Avail:	Person or entity with business and activity within the jurisdiction of the Municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Community Tax Certificate (Cedula)	Municipal Treasurer's Office
Barangay Business Closure Certificate Original and 2 photocopies	Concerned Barangay where business is located
Affidavit of Business Closure	Notary Public or Office of the Municipal Administrator
Letter of intent	Applicant
Authorization Letter with id of owner and representative	Applicant
Board Resolution (Corporation or Partnership)	Applicant
Original Business / Mayor's Permit issued on current year	Applicant
Business Plate	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Submit fully accomplished form and payment of Business Tax Closure and Certificate	Assessment of fees and encoding	2.2% of gross sales / Service + 25% of total computation if with penalty and 50.00php for Cert. of Closure	5-10 mins	Cristina Murillo / Myrna Gaddi Municipal Treasurer's Office - Treasury Clerk
Present Official Receipt, Accomplished form and documentary requirements	Preparation and issuance of Certificate of Business Closure	none	5-10 mins	John Peter Tenorio BPLO Personnel
		Total	10-20 mins	

1. Issuance of Certification of Business Registration and others

Is a document issued certifying a business registration and other details needed based on the records found by the office.

Office or Division:	Business Permit and Licensing Unit
Classification:	Simple
Type of Transaction	G2B - Government to Business
	G2C - Government to Citizen
Who may Avail:	Person or entity with business and activity within the jurisdiction of the Municipality
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Valid ID	applicant
Authorization Letter if representative with id of owner	applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pay required fees at Municipal Treasurer's Office	Receive payment at issue official receipt	50.00 php	3-5 mins	Lea Garcia Municipal Treasurer's Office - Treasury Clerk
Present Official Receipt to BPLO	Preparation and issuance of certificate	none	5-10 mins	Thomjie Anthony Roxas BPLO Staff
		Total	8-15 mins	

2. Special Permit: Motorcade, Events, Concerts, Film Shooting, Booth Set-up and other Similar Activities

is a permit issued to business or activity that is temporary or seasonal in nature.

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Classification:	Simple
Type of Transaction	G2B - Government to Business
	G2C - Government to Citizen
Who may Avail:	Person or entity with business and activity within the jurisdiction of the Municipality
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Community Tax Certificate (Cedula)	Municipal Treasurer's Office
Barangay Permit/Clearance	Concerned Barangay Office
Letter of Intent	Applicant
Authorization Letter	Applicant
Valid ID	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Submit all requirements	Receive check and process application	none	3-5 mins	Nino Maranguis, BPLO Staff
2. Pay required fees at Municipal Treasurer's Office	Receive payment and issue official receipt	See table: Permit and Regulatory Fees (excerps from Municipal Ordinance of Calumpit)	3-5 mins	Lea Garcia Cashier Clerk, MTO Office
3. Present Official Receipt and claim the Certificate	Preparation and Issuance of Special Permit		5-7 mins	Thomjie Anthony Roxas, John Peter Tenorio BPLO Personnel
		Total	11-17 mins	

Note: With completed requirements and under normal circumstances

1. Business/Mayor's Permit (For New Application)

Is a document issued to any person who shall establish, operate or conduct any business, trade or activity within municipality. Such document will be approved only after submission of requirements, payment of necessary taxes and fees imposed thereon.

Office or Division:	Business Permit and Licensing Unit	
Classification:	Simple	
Type of Transaction	G2B - Government to Business	
	G2C - Government to Citizen	
Who may Avail:	Person or entity with business and activity within the jurisdiction of the Municipality	
CHECKLIST OF REQUIREMENTS		
		WHERE TO SECURE
1	Duly accomplished Form	BPLO / Treasurer's Office
2	Community Tax Certificate	Treasurer's Office
3	Certificate of Business Registration *DTI Registration (Single Prop.) *SEC Registration (Corporation/Partnership) *CDA Registration (Cooperative) *HLURB Registration (Home Owners Association)	Department of Trade and Industry Office Security and Exchange Commission Office Cooperative and Development Authority Office Housing and Land Use Regulatory Board Office
4	Barangay Business Clearance (original and 2 photo copies)	Concerned Barangay where business is located
5	Locational Clearance/Zoning Clearance	Zoning Officer - Municipal Planning and Development Coordinator (MPDC)
6	Occupancy Permit/Annual Building Inspection Certificate (1 photocopy)	Municipal Engineering Office (MEO)
7	Sanitary Permit and Health Certificate (1 photo copy)	Sanitary Officer - Rural Health Unit I/II
8	MENRO Clearance / Environmental Inspection Certificate	Mun. Environment and Natural Resources Office (MENRO)
9	Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection (BFP)

10	Provincial Environmental Compliance Certificate / Provincial Certificate of Non-Coverage (1 photocopy)	Bulacan Environment and Natural Resources Office (BENRO)
11	Lessor's Business Permit (if place is rented)	Applicant - from Lessor
12	Contract of Lease (if place is rented) (1 photocopy)	Applicant - from Lessor
13	Municipal Inspection Team Waiver	Municipal Inspection Team Office
14	Market Office Certification (Market Vendor only)	Market Office
15	Location Sketch	Applicant
16	Authorization Letter with id of owner (if representative)	Owner of Business
17	Other requirement depending on the nature of Business Banko Sentral ng Pilipinas Certificate of Authority if Financial Services eg. Bank, Pawnshop, Money Transfer, Foreign Exchange, Remittances, Department of Tourism Accreditation If Tourism Related Establishment eg. Resort, Spa, Hotel, Inn, Travel and Tours, License to Operate from Food and Drugs Administration if Drugstore/Pharmacy, Manufacturing of Food, Drugs, Cosmetic License to Operate from Department of Health if Hospital, Medical and Dental Clinic, Birthing Clinic, Diagnostic Center, Dialysis Center, Drug Testing, and other Health Related Businesses	Banko Sentral ng Pilipinas Office Department of Tourism Office Food and Drug Administration Office Department of Health Office

License to Operate from Philippine Amusement and Gaming Corporation (PAGCOR), **SB Resolution and LONO** if Online BINGO, E-games and other Online Betting Station

PAGCOR office

DepED Recognition / TESDA Accreditation if Educational Institution

Department of Education / Technical Education and Skill Development Authority Office

National Food Authority Accreditation if Rice Retailer/Wholesaler

National Food Authority Office

Permit to Sell/License to Operate from PNP if Junk Shop, Surplus Auto Parts and Supply, Buy & Sell, Guns and Ammunition, Shooting Range

Philippine National Police office

Certificate of Compliance/ Standard Compliance Certificate from Department of Energy (DOE) if Gasoline Station and LPG Refilling and Retailing

Department of Energy Office

NTC Permit if Mobile Phone supplier and distributor, dealer and retailer, Radio Stations, Telecommunication Company, Cable and Internet Provider

National Telecommunication Company

Certificate of Authority from Insurance Commission if Insurance Company

Insurance Commission

Certificate of Authority SEC if Lending and Financing Businesses

Security and Exchange Commission Office

Certificate of Registration from DOLE if Manpower and Labor Services

Department of Labor and Employment

Certificate of Registration from POEA if Manpower and Labor Services going abroad

Philippine Overseas Employment Administration

LTFRB Franchise if Trucking, Hauling, Transport Services

Land Transportation Franchising and Regulatory Board

License to Operate from PNP Civil Security Group if Security Agency

PNP - Civil Security Group

PCSO Accreditation if Lotto outlet

Philippine Charity Sweepstakes Office

Certificate of Accreditation from DTI if Repair Services

Department of Trade and Industry Office

CPR and First Aid Certification of Life Guard from Red Cross if Resort

Red Cross Office

STEPS IN SECURING BUSINESS PERMIT

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS- ING TIME	PERSON RESPONSIBLE
1. Submit fully accomplished application form (window 1/Treasurer's office	Receive application for encoding and assessment of fees and charges	None	5-10 mins	Cristina Murillo / Myrna Gaddi - Treasury Clerk
2. Submit assessed and encoded application form and complete requirements at Business Permit and Licensing Office	Submit duly accomplished form for checking and verification of all documentary requirements	None	3-7 mins	Nino Maranguis/ Thomjie Anthony Roxas , BPLO Personnel
3. Pay necessary fees (Window 3- Treasurer's Office)	Receive payment of all taxes, fees and charges	See table: Permit and Regulatory Fees (excerps from Municipal Ordinance of Calumpit)	3-7 mins	Lea Garcia MTO Cashier
Present Official Receipt/ Acknowlegement Receipt	Release of Permit	None	5-8 mins	John Peter Tenorio BPLO Personnel
		Total	16-32 mins	

Note: With complete requirements and under normal circumstances

1. Business/Mayor's Permit (For Renewal Application)

Is a document issued to any person who shall establish, operate or conduct any business, trade or activity within municipality. Such document will be approved only after submission of requirements, payment of necessary taxes and fees imposed thereon.

Office or Division:	Business Permit and Licensing Unit
Classification:	Simple
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Who may Avail:	Person or entity with business and activity within the jurisdiction of the Municipality
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Duly accomplished Form	BPLO / Treasurer's Office
Community Tax Certificate (Cedula)	Treasurer's Office
Barangay Business Clearance	Concerned Barangay where business is located
Basis for computing taxes, fees and charges (e.g. Annual Income Tax Returns / Sworn Statement of Gross Sales)	Bureau of Internal Revenue
Previous Business/Mayor's Permit	Applicant
Occupancy Permit/Annual Building Inspection Certificate	Municipal Engineering Office (MEO)
Sanitary Permit and Health Certificate	Sanitary Officer - Rural Health Unit I/II
MENRO Clearance	Mun. Environment and Natural Resources Office (MENRO)
Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection (BFP)
ECC/CNC Permit to Operate	Bulacan Environment and Natural Resources Office (BENRO-Provincial Capitol)
Lessor's Business Permit (<i>if place is rented</i>)	Applicant - from Lessor
Municipal Inspection Team Waiver	Municipal Inspection Team Office
Market Office Certification (Market Vendor)	Market Office
SSS/Philhealth/Pag-ibig: Clearance or OR of last payment	SSS Office / Philhealth Office / Pag-ibig Office

Authorization Letter with id of owner (if representative)	Owner of Business
Banko Sentral ng Pilipinas Certificate of Authority if Financial Services eg. Bank, Pawnshop, Money Transfer, Foreign Exchange, Remittances,	Banko Sentral ng Pilipinas Office
Department of Tourism Accreditation If Tourism Related Establishment eg. Resort, Spa, Hotel, Inn, Travel and Tours, Accomodation Establishment	Department of Tourism Office
License to Operate from Food and Drugs Administration if Drugstore/Pharmacy, Manufacturing of Food, Drugs, Cosmetic Products .	Food and Drug Administration Office
License to Operate from Department of Health if Hospital, Medical and Dental Clinic, Birthing Clinic, Diagnostic Center, Dialysis Center, Drug Testing, and other Health Related Businesses	Department of Health Office
License to Operate from Philippine Amusement and Gaming Corporation (PAGCOR), SB Resolution and LONO if Online BINGO, E-games and other Online Betting Station, Cockpit Arena	PAGCOR office
DepED Recognition / TESDA Accreditation if Educational Institution	Department of Education / Technical Education and Skill Development Authority Office
National Food Authority Accreditation if Rice Retailer/Wholesaler	National Food Authority Office

Permit to Sell/License to Operate from PNP if Junk Shop, Surplus Auto Parts and Supply, Buy & Sell, Guns and Ammunition, Shooting Range	Philippine National Police office
Certificate of Compliance/ Standard Compliance Certificate from Department of Energy (DOE) if Gasoline Station and LPG Refilling and Retailing	Department of Energy Office
NTC Permit if Mobile Phone supplier and distributor, dealer and retailer, Radio Stations, Telecommunication Company, Cable and Internet Provider	National Telecommunication Company
Certificate of Authority from Insurance Commission if Insurance Company	Insurance Commission
Certificate of Authority SEC if Lending and Financing Businesses	Security and Exchange Commission Office
Certificate of Registration from DOLE if Manpower and Labor Services	Department of Labor and Employment
Certificate of Registration from POEA if Manpower and Labor Services going abroad	Philippine Overseas Employment Administration
LTFRB Franchise if Trucking, Hauling, Transport Services	Land Transportation Franchising and Regulatory Board
License to Operate from PNP Civil Security Group if Security Agency	PNP - Civil Security Group
PCSO Accreditation if Lotto outlet	Philippine Charity Sweepstakes Office
Certificate of Accreditation from DTI if Repair Services	Department of Trade and Industry Office
CPR and First Aid Certification of Life Guard from Red Cross if Resort	Red Cross Office

STEPS IN SECURING BUSINESS PERMIT (Renewal)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS- ING TIME	PERSON RESPONSIBLE
1. Submit fully accomplished application form (window 1/Treasurer's office	Receive application for encoding and assessment of fees and charges	None	5-10 mins	Cristina Murillo / Myrna Gaddi MTO Personnel
2. Submit assessed and encoded application form and complete requirements at Business Permit and Licensing Office	Submit duly accomplished form for checking and verification of all documentary requirements	None	3-7 mins	Nino Maranguis/ Thomjie Anthony Roxas BPLO Personnel
3. Pay necessary fees (Window 3- Treasurer's Office)	Receive payment of all taxes, fees and charges	See table: Permit and Regulatory Fees (excerps from Municipal Ordinance of Calumpit)	3-7 mins	Lea Garcia/ Cristina Murillo MTO Cashier
Present Official Receipt/ Acknowledgement Receipt	Release of Permit	None	5-8 mins	John Peter Tenorio BPLO Personnel
		Total	16-32 mins	

Note: With complete requirements and under normal circumstances