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 juridiction of the Municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Original and photocopy of Mayors Permit	applicant
Authorization Letter and valid id of the registered owner (if representative)	applicant - Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS -ING TIME	PERSON RESPONSIBLE
1. Present original and submit photocopy of Mayor's Permit	Receive, check and process application	none	2 mins	Lilet Faustino Nino Maranguis (window B1)
2. Pay required fees at Municipal Treasurer's Office	Receive payment and issue Official Receipt	100 Php/copy	5 mins	Luningning Alcantara Josefina Santos (MTO-windo 1 and 2)
3. Present OR and claim CTC	Issuance of Certification	none	1 min	Lilet Faustino Nino Maranguis (window B1)
		Total	8 mins	