# 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.

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| **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 /Municipal Treasurer's Office |
| 2 | Community Tax Certificate | Municipal Treasurer's Office |
| 3 | Certificate of Business Registration<br>*__DTI Registration__ (Single Prop.)<br>__*Security and Exchange Commission Registration__ (OPC/Corporation/Partnership)<br>__*CDA Registration__ (Cooperative)<br>__*HLURB Registration__ ( Home Owners Association) | <br>Department of Trade and Industry Office<br>Security and Exchange Commision Office<br>Cooperative and Development Authority Office<br>Housing and Land Use Regulatory Board Office |
| 4 | Barangay Business Clearance (original and 2 photo copies) | Concerned Barangay were busines is located |
| 5 | Proof of ownership of lot or building where business operates (Tax Declaration or Title) | Applicant |
| 6 | Locational Clearance/Zoning Clearance | Zoning Officer - Municipal Planning and Development Coordinator (MPDC) |
| 7 | Occupancy Permit(if the building is newly constructed or renovated)<br>or Photo of the whole building where the business operates (for old buildi) | Municipal Engineering Office (MEO)<br>Applicant |
| 8 | Sanitary Permit and Health Certificate | Sanitary Officer - Rural Health Unit I/II |
| 9 | MENRO Clearance / Environmental Inspection Certificate | Municipal Environment and Natural Resources Office (MENRO) |
| 10 | Fire Safety Inspection Certificate (FSIC) | Bureau of Fire Protection (BFP)- Calumpit Station |
| 11 | Provincial Environmental Compliance Certificate / Provincial Certificate of Non-Coverage (1photocopy) | Bulacan Environment and Natural Resources Office (BENRO) |
| 12 | Lessor's Business Permit (if place of Business is rented) | Applicant - from Lessor |
| 13 | Notarized Contract of Lease (if place is rented) (1photocopy) | Applicant - from Lessor |
| 14 | Market Office Certification (for Market Stall /Market Vendor only) | Market Office |
| 15 | Public Safety Office Clearance for Convenience Store, Supermarkets, Mall, Financial Ins., Jewelry Shop, Commercial leasing Establishment, Gasoline Stations, Resorts and other business establishment | Municipal Public Safety Officer |

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| 17 | Original Authorization Letter with id of owner 1photocopy (if representative) | Owner of Business |
| 18 | Affidavit of Undertaking (if Necessary) | Notary Public Office |
| 19 | Other requirement depending on the nature of Business | |
| | **Banko Sentral ng Pilipinas Certificate of Authority** for Financial Services eg. Bank, Pawnshop, Money Transfer, Foreign Exchange, Remittances, | Banko Sentral ng Pilipinas Office |
| | **Department of Tourism Accreditation** for Tourism Related Establishment eg. Resort, Spa, Hotel, Inn, Travel and Tours, | Department of Tourism Office |
| | **License to Operate from Food and Drugs Administratio**n if Drugstore/Pharmacy, Manufacturing of Food, Drugs, Cosmetic | Food and Drug Adminstration Office |
| | **License to Operate from Department of Health** for 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),** for Online BINGO, E-games and other Online Betting Station, other Gambling or Game of Chance establishment | PAGCOR office |
| | **Sangguniang Bayan Resolution** for Online BINGO, E-games, Online Betting Station and other Gambling or Game of Chance establishment | Sangguniang Bayan of Calumpit |
| | **DepED Recognition / TESDA Accreditation** for Educational Institution | Department of Education / Techical Education and Skill Develoment Authority Office |
| | **National Food Authority Acreditation** for Rice Retailer/Wholesaler | National Food Authority Office |
| | **Permit to Sell/License to Operate from PNP** for Buy & Sell, Guns and Ammunition, Shooting Range | Philippine National Police office |
| | **Certificate of Compliance/ Standard Compliance Certificate** from Department of Energey (DOE) if Gasoline Station and LGP 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 Commision** if Insurance Company | Insurance Commission |
| | **Certifcate of Authority SEC** if Lending and Financing Businesses | Security and Exchange Commision Office |

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| | **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 of mobile phones, PC, Laptop or | Department of Trade and Industry Office |
| | **CPR and First Aid Certification of Life Guard from Red Cross** if Resort | Red Cross Office |
| | **Bureau of Animal Industry (BAI) Accreditation or Registration** for veterinary Clinics, Animal facilities, animal products, transport of animals | Bureau of Animal Industry (BAI) |
| | **Environmental Compliance Certificate / Certificate of Non Coverage of DENR-EMB** for Certain industrial, agricultural, waste-related and environmentally critical businesses | Department of Environment and Natural Resources / Environmental Management Bureau |
| | **National Water Resources Board Permit** for Businesses using groundwater/surface water under regulated conditions e.g. Resorts<br>or **Calumpit Water District Clearance** (if necessary) | National Water Resources Board (NWRB)<br>Calumpit Water District |
| | **Philippine Contractors Accreditation Board (PCAB) Licence** for contractors such as General Building, General Engineering, Electrical, Mechanical, Plumbing, Specialty contractor and Subcontractors. | Philippine Contractors Accreditation Board (PCAB) |
| | **Bureau of Customs (BOC) Accreditation or Registration** for importer and exporter | Bureau of Customs |
| | **National Meat Inspection Service (NMIS)** for meat related establishments | National Meat Inspection Service (NMIS) |
| | **Anti Money Laundering Council Registration or Certificate** for Financial Business and Designated Non-Financial Businesses and Professions (DNFBPs) | Anti Money Laundering Council |
| | **Court Clearance**<br>**Police Clearance**<br>**Valid Firecrackers Retailer's Seminar**<br>**PNP License to Deal Firecrackers**<br>**Supplier Mayor's Permit,**<br>**Authorization to resell Fire Cracker from Dealer**<br>for firecracker retailer and manufacturer | Municipal Trial Court<br>PNP Calumpit Station<br>PNP- Camp Crame<br>PNP- Camp Crame<br>From supplier<br>From supplier |

# STEPS IN SECURING BUSINESS PERMIT (NEW APPLICATION)

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESS-ING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Using your mobile device, download and register on the eGov App, then access the LGU Calumpit eBPLS Portal to complete the electronic application form, upload the required documents, and submit online. Wait for your business name to be called (Window B2 -BPLO) before proceeding to Step 2. | 1.1 Receive online application for checking, and verification of the submitted documentary requiresments.<br>1.2 Zoning - For evaluation and issuance of Zoning Clearance<br>1.3 Assessor's Office- For evaluation and Checking<br>1.4 Engineering Office - For Evaluation and Checking of application<br>1.5 MENRO - For evaluation and issuance of Environmental<br>1.6 MHO/Sanitary - For evaluation and issuance of Sanitary Permit<br>1.7 PESO - For evaluation and issuance of PESO Clearance<br>1.8 MPDC- For checking of Barangay Business Clearance | None | 35 mins | Nino R. Maranguis<br>Designated BPLO<br>Lopher De Leon<br>MPDC Staff<br>Abigail Paras -<br>Assessor's Office Staff<br>Ace Ann Bautista<br>MEO Staff<br>Richard Dela Rosa<br>Maxima Talusan<br>Annette Garcia<br>Zenaida De Castro<br>Sanitation Officer<br>April Joy Cruz<br>PESO Staff<br>Mirasol De Jesus<br>MPDC Staff |
| 2. Proceed Window B2 BPLO or Window 1 Mun. Treasurer's Office | 2.1 Review and verify the application details with the client to determine the amount payable.<br>2.2 Assessment of Fees of BFP for FSIC | None | 12 mins | Myrna Gaddi<br>Julinda Dela Rosa<br>MTO Personnel<br>BFP Personnel |
| 3. Submit the SOA and pay the fees (window 2-4 MTO). Wait for the business name to be called for the scheduled release of the permit. | 3.1 Receive payment of all taxes, fees and charges and issue official receipt | See table: Permit and Regulatory Fees (excerps from Municipal Revenue Code of Calumpit) | | Lea Garcia<br>LuningningAlcantara Josefina Santos |
| | 3.2 Receive payment of fees, issue official receipt and schedule for inspection for FSIC of BFP | 15 % of Total assesment from SOA of Treasury Office | 10-15mins | BFP Personnel |
| | 3.3 Issue Acknowledgement Receipt | None | | Judith Magpantay<br>Ronillo Gatbunton<br>BPLO Personnel |
| Present Official Receipt/ Acknowlegement Receipt | Release of Permit | None | 5-8 mins | Judith Magpantay<br>Ronillo Gatbunton<br>BPLO Personnel |
| | | Total | 70 mins | |

Note: With complete requirements and under normal circumstances