1. Business/Mayor's Permit (Renewal)

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 with existing valid registration 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	Barangay Business Clearance (original and 2 photo copies)	Concerned Barangay were busines is located / Business One Stop Shop (BOSS)
4	Basis for Computing Taxes : BIR Forms (2550Q/2551Q, 1701/1702) Affidavit of Gross, Financial Statement duly signed by CPA	Applicant
5	Annual Building Inspection Certificate	Municipal Engineering Office (MEO)
6	Sanitary Permit and Health Certificate	Sanitary Officer - Rural Health Unit I/II
7	MENRO Clearance / Environmental Inspection Certificate	Municipal Environment and Natural Resources Office (MENRO)
8	Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection (BFP)- Calumpit Station
9	Provincial Environmental Compliance Certificate / Provincial Certificate of Non-Coverage (1photocopy)	Bulacan Environment and Natural Resources Office (BENRO)
10	Valid Lessor's Business Permit (if place of Business is rented)	Applicant - from Lessor
11	Market Office Certification (for Market Stall /Market Vendor only)	Market Office
12	Public Safety Office Clearance for Convenience Store, Supermarkets, Mall, Financial Ins., Jewelry Shop, Commercial leasing Establishment, Gasoline Stations, Resorts and other business establishment covered by Municipal Ordinance no.	Municipal Public Safety Officer
13	Original Authorization Letter with id of owner 1photocopy (if representative)	Owner of Business
14	Affidavit of Undertaking (if Necessary)	Notary Public Office
15	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

	License to Operate from Food and Drugs Administration 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
	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	Department of Trade and Industry 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. [illegible]	National Water Resources Board (NWRB)
	or **Calumpit Water District Clearance** (if necessary)	Calumpit Water District
	Philippine Contractors Accreditation Board (PCAB) Licence for contractors such as General Building, General Engineering, Electrica, 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	Anti Money Laundering Council
	Court Clearance **Police Clearance** **Valid Firecrackers Retailer's Seminar** **PNP License to Deal Firecrackers** **Supplier Mayor's Permit,** **Authorization to resell Fire Cracker** for firecracker retailer and manufacturer	Municipal Trial Court PNP Calumpit Station PNP- Camp Crame From supplier

STEPS IN SECURING BUSINESS PERMIT (RENEWAL)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Using your mobile device, access your eGov App or LGU Calumpit eBPLS Portal for editing and minor modification of 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 requirements. 1.2 Assessor's Office- For evaluation and Checking 1.3 Engineering Office - For Evaluation and Checking of application 1.4 MENRO - For evaluation and issuance of Environmental 1.5 MHO/Sanitary - For evaluation and issuance of Sanitary Permit 1.6 PESO - For evaluation and issuance of PESO Clearance 1.7 MPDC- For checking of Barangay Business Clearance	None	30 mins	Nino R. Maranguis Designated BPLO (Window B1) Abigail Paras - Assessor's Office Staff Ace Ann Bautista MEO Staff Richard Dela Rosa Maxima Talusan Annette Garcia Zenaida De Castro Sanitation Officer April Joy Cruz PESO Staff Mirasol De Jesus 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. 2.2 Assessment of Fees of BFP for FSIC	None	12 mins	Myrna Gaddi Ma. Julinda Dela Rosa MTO Personnel 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 3.2 Receive payment of fees, issue official receipt and schedule for inspection for FSIC of BFP 3.3 Issue Acknowledgement Receipt	See table: Permit and Regulatory Fees (excerps from Municipal Revenue Code of Calumpit) 15 % of Total assesment from SOA of Treasury Office None	10-15mins	Lea Garcia LuningningAlcantara Josefina Santos BFP Personnel Judith Magpantay Ronillo Gatbunton BPLO Personnel
Present Official Receipt/ Acknowlegement Receipt	Release of Permit	None	5-8 mins	Judith Magpantay Ronillo Gatbunton BPLO Personnel
		Total	65 mins	

Note: With complete requirements and under normal circumstances