Business Permits and Licensing

Office or Division:	Office of the Municipal Mayor
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Business Taxpayers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW	
DTI Registration	BPLO Office
Tax Declaration or Contract of Lease (Depending on if the business location is owned or rented	Files of the Business Owner (Tax Declaration may be Acquired at the Assessor's Office)
Duly Accomplished Application Form	BPLO Office
Renew	
DTI Registration	BPLO Office
Previous Business Permit and Official Receipt	Files of the Business Owner
Tax Declaration or Contract of Lease (Depending on if the business location is owned or rented	Files of the Business Owner (Tax Declaration may be Acquired at the Assessor's Office)
Duly Accomplished Application Form	BPLO Office

CLIENT STEPS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. File and Submit Documentary Requirements	None	30 minutes	Administrative, Aide
2. Pay and Claim Business Permit	Based on Revise Municipal Revenue Code (Ordinance No. 16, S. 2023)	30 minutes	Administrative, Aide
TOTAL	Varles	60 minutes	

**Fees mandated by the Local Revenue Code of 2001 Section 4B of Magalang, Pampanga*