



**OFFICE OF THE CITY MAYOR
PERMITS AND LICENSING DIVISION
Bacolod City**

Bacolod City, “The City of Smiles” has been adjudged as one of the “Most Livable Cities” – Midsize Category and has received three Anvil Awards of Excellence 2006 one of which is its Enhancement of its One Stop Shop or Tax Revenue and Collection System.

Location: Ground floor, North Wing Bacolod City Government Center,
Barangay Villamonte, Bacolod City

Phone number: (034) 435-2606

Annual One-Stop Business Registration

All City Hall Departments and Government agencies involved in the processing of business licenses or permits forms part of the one-stop processing center located at the Main Lobby of Bacolod City Government Center. Every January 2nd to 20th of every year, renewal of business permits are processed here and unless extended through a resolution from the Sangguniang Panlungsod, penalties are imposed beyond this period.

The One Stop Shop aims to establish an investor friendly centralized system of processing and issuance of business permits that will provide convenience to applicants, promote expediency and improve service delivery and coordination among and between the issuing departments and offices.

I. ISSUANCE OF BUSINESS PERMIT

ABOUT THE SERVICE: All business establishments are required to secure a Business License/Mayor’s Permit and pay business taxes/ regulatory fees before the start of commercial operations.

Business Taxes for new establishments are based on capitalization. Those for succeeding years are computed as a percentage of gross receipts/sales. Payments may be made annually, semi-annually or quarterly. Taxes are due on the first 20 days of each quarter that is on April, July and October.

It takes 1-2 days to process new or renewal applications. This already includes the requisite

inspections and clearances from various offices and government agencies.

New or renewal of licenses may take 22 minutes or more depending on the availability of the authorized signatory.

REQUIREMENTS FOR NEW BUSINESS:

- Duly-filled up Application Form
- Notarized Lease Contract (Lessees only) / Affidavit of Non-Rental
- Proof of Ownership – *Original and Photocopy*
 - DTI for Single Proprietorship
 - SEC for Corporation/Association/Partnership (with Articles of Incorporation and By-Laws)
 - CDA for Cooperatives
- CLEARANCES – Barangay, CPDO/Zoning, City Health, ENRO, OBO, FIRE, City Ad Certification (for MARKET)
- Valid ID (Government Issued) with signature (clear copy)

REQUIREMENTS FOR RENEWAL OF BUSINESS:

- Duly-filled up Application form
- DTI Registration (if expired)
- CLEARANCES – Barangay, CPDO/Zoning, City Health, ENRO, OBO, FIRE, City Ad Certification (for MARKET)
- Valid ID (Government Issued) with signature (clear copy)

REQUIREMENTS FOR AMENDMENT OF BUSINESS INFORMATION:

- Amendment Form
- Official Receipt of Amendment Fee (Php 100.00/change) to be submitted with any of the following:
 - Change Address: New Barangay Clearance, CPDO/Zoning, OBO, FIRE and Lease Contract (if necessary)
 - DTI Registration for change of Tradename and Location (Scope)

REQUIREMENTS FOR MOTORIZED VEHICLES:

1. COMMON CARRIER

- Clearances from Barangay, Zoning, ENRO (*Taxi – City Health and Tourism)
- Proof of Ownership (DTI/SEC)
- Franchise & OR/CR
- Deed of Sale (if necessary)

2. TRICYCLE

- Clearances from Barangay, Zoning, ENRO
- Certification from Association and BTAO Conversion NEW)

- Franchise & OR/CRDTI Registration for change of Tradename and Location (Scope)

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Filing or submission of Application form with documentary requirement.	1 hour	Reah Marie P. Rom Winnie C. Pabalinas Mary Ann D. Eder
2. One-time Assessment and Payment		City Treasurer's Office – Assessment Officer
3. Release of Business Permit upon submission of complete documentary requirements.	New Business : 1-2 days Renewal : 1 day	Printing : Jose Leo Pomperada Recommending Approval : LO IV Stela Rose J. Rayos Release : BPLO Frontliners

II. ISSUANCE OF MAYOR'S CLEARANCE

ABOUT THE SERVICE: A Mayor's Clearance is required by employers from applicants prior to employment.

REQUIREMENTS:

- Mayor's Clearance Official Receipt
- Police Clearance and Official Receipt
- Fiscal Clearance
- Court Clearance

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Verification of required documents	30 minutes	BPLO Frontliner
2. Printing of Mayor's Clearance	30 minutes	Reah Marie P. Rom Winnie C. Pabalinas Mary Ann D. Eder Jose Leo Pomperada Jannette Ledesma Ma. Zita Vega
3. Approval and Release of Mayor's Clearance	1 hour	Approval : Stela Rose Rayos – BPLO Chief Release : BPLO Frontliners

III. ISSUANCE OF MAYOR'S CERTIFICATION

ABOUT THE SERVICE: A Mayor's Clearance is required by employers from applicants prior to employment.

REQUIREMENTS:

- Letter of Intent
- Official Receipt

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Verification of required documents	30 minutes	<i>BPLO Frontliner</i>
2. Printing of Mayor's Certification	30 minutes	<i>Reah Marie P. Rom Winnie C. Pabalinas Mary Ann D. Eder Jose Leo Pomperada Jannette Ledesma Ma. Zita Vega</i>
3. Approval and Release of Mayor's Certification	1 hour	<i>Approval : Stela Rose Rayos – BPLO Chief Release : BPLO Frontliners</i>

IV. ISSUANCE OF TRICYCLE FRANCHISE PERMIT

ABOUT THE SERVICE: A franchise is required from all operator of a motorized tricycle in order to regulate its route.

FEE: Franchise Fee: ₱ 300.00
Filing Fee: ₱ 50.00

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Pay Franchise Fee and Filing Fee		<i>BPLO Frontliner</i>
2. Present OR/CR, Conversion (New) and Official Receipt for recording and printing	30 minutes	<i>Mary Ann D. Eder</i>

3. Approval of Tricycle Franchise and Release of Franchise	1 hour	Approval : Stela Rose Rayos – BPLO Chief Release : Mary Ann D. Eder
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V. ISSUANCE OF BURIAL PERMIT

ABOUT THE SERVICE: Burial permits is needed in order to bury, cremate, or otherwise dispose the body of a deceased person.

REQUIREMENTS:

- INTERMENT
 - Death Certificate and Mandatory Fee of PHP 50.00
- TRANSFER OF CADAVER
 - Death Certificate and Transfer of Cadaver Form
- TRANSFER OF BONES
 - Death Certificate and Transfer of Bones Certificate
- TRANSFER OF ASHES
 - Death Certificate and Transfer of Ashes Certificate
- EXHUMATION AND INTER OF BONES
 - Death Certificate and Exhumation of Bones
- CREMATION
 - Death Certificate and Cremation Form

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Verification of required documents	30 minutes	Jannette S. Ledesma
2. Printing of requested permit	30 minutes	Jannette S. Ledesma
3. Approval of Burial	30 minutes	Stela Rose Rayos – BPLO Chief
4. Releasing of Burial Permit	30 minutes	Jannette S. Ledesma

VI. INSPECTION

ABOUT THE SERVICE: Inspection are measures aimed at checking, verifying the veracity as to the line of business, business address, and the compliances of the requirements of ordinances & provisions of existing laws and the legitimacy/authenticity of the Mayor's Permit.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit a Letter of Request for Inspection address to: STELA ROSE J. RAYOS Licensing Officer IV Permits and Licensing Division City Mayor's Office		<i>Reah Marie P. Rom – Licensing Inspector II</i>

VII. ISSUANCE OF SPECIAL PERMIT

ABOUT THE SERVICE: A Special permit is required by law for holding special activities such as parades, motorcades and processions.

REQUIREMENTS:

1. Letter of intent addressed to the City Mayor with the following attachments:
 - Specifications and printed lay out (streamers, outdoor advertisement)
 - Route and details (Motorcade, Parade, Recorda, Caravan)
 - Booking / Recommending approval: for use of Government Center, Plaza, and Bay Center
 - Checklist from City Administrator's Office and Recommending Approval from Market Supervisor (Public Markets)
 - Sangguniang Panlungsod Resolution/Certification (Cockfight, Temporary Road Closure, Special Holidays Kiosks)
 - Certification of No Objection from private owners of venues for events

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Verification of required documents and printing of Special Permit Application	30 minutes	<i>Marissa Dejilla</i>
2. Processing of clearances and Payment of Fees		<i>Recommending Approval: Advertisements – CEO and BCPO Road Use – TMU and BCPO Government Facilities – BPLO/EA/Bldg Admin Fireworks/Pyrotechnics – BFP,</i>

		<i>TMU, and BCPO Events – TMU and BCPO Cockfight – SP and BCPO</i>
3. Approval of Special Permit	1-2 days	<i>Submit to BPLO Frontliner</i>
4. Release of Special Permit	30 minutes	<i>BPLO Frontliner</i>