



**OFFICE OF THE CITY MAYOR**  
**Permits and License Division**  
 Bacolod City

**1. Application for NEW BUSINESS PERMIT**

<b>Office or Division:</b>	City Mayor's Office – Permits and License Division
<b>Classification:</b>	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical
<b>Type of Transaction:</b>	<input type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government
<b>Who may avail:</b>	All Business Owners
<b>CHECKLIST REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p><b>For Encoding:</b></p> <ol style="list-style-type: none"> <li><b>1. DULY FILLED-UP &amp; SIGNED</b> Application Form</li> <li><b>2. DTI</b> for Single Proprietorship (original &amp; photocopy)        SEC Registration with Articles of Inc. for Corporation/Association/Partnership/OPC (original &amp; photocopy) with updated GIS from SEC if the SEC registration is not recent        CDA Registration for Cooperatives (original &amp; photocopy)</li> <li><b>3. Notarized Contract of Lease if Place of Business is Rented</b>        If not renting - Notarized Affidavit of Non-rental (sole prop) / Secretary's Certificate (corp.) / Proof of ownership if property is owned</li> <li><b>4. Franchise Agreement/ Certificate of Dealership / IPO</b> Registration if the business will use another tradename rather than its own</li> <li><b>5. Clearances</b> - BARANGAY, ZONING, CITY HEALTH OFFICE Clearance/ Sanitary Permit to Operate (original &amp; photocopy), ENRO and OBO</li> <li><b>6. Other required clearances as to type of business to wit:</b> <ul style="list-style-type: none"> <li>• Agri Products / Agriculture related - Clearance from <b>City Agriculture Office</b></li> <li>• Cooperatives - Clearance from <b>City Cooperatives and Livelihood Development Office</b></li> <li>• Meat and Poultry products - Clearance from <b>City Veterinary Office</b></li> <li>• Tourism Related - Clearance from <b>City Tourism Office</b></li> </ul> </li> </ol>	<p>CMO – Permits &amp; Licensing Office</p>

- 3 Major Markets & Manukan Country – **City Ad Clearance**
- **EGAMES ,Cockfighting and the like-valid Resolution of No Objection (RONO) from SP.**

7. ID of owner w/ specimen signature (clear photocopy)

**NOTE:** In behalf of the **OWNER**, bring the following:

**TO PROCESS only:**

1. Authorization letter
2. ID of grantor and Authorized Representative

**TO SIGN:**

1. Recent Notarized Special Power of Attorney (SPA) for Single Prop. / Secretary’s Certificate for Corporation
2. *Sole Prop* - Valid ID of Grantor and of authorized representative

*Corp/Companies* - Company ID with designation of Grantor and Authorized Representative (in the absence of company ID w/ designation, any valid ID must be supported with recent **General Information Sheet or GIS**)

**Upon Receiving**

1. Submit business application form w/ attached documentary requirements
2. Assessment Form with Official Receipt (Original)
3. **VALID** Fire Safety Inspection Certificate (FSIC) from the Bureau of Fire Protection (**BFP**) (original & photocopy)

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Business Application Form from BPLO and process the necessary requirements and clearances.	1. BPLO Front liner accepts application and evaluates completeness of documents submitted for encoding and instructs the client to process the necessary requirements/clearances.	None	1 hour	BPLO frontliner  <b>Reah Marie P. Rom</b> License Inspector II  <b>Winnie C. Pabalinas</b> Licensing Officer I  <b>Mary Ann D. Eder</b> Clerk III
2. Proceed to City Treasurer’s Office-License Division for assessment and payment and returns to the	2. BPLO receives and reviews all the submitted documents prior to printing of Mayor’s Permit and verification by the BPLO Head.	c/o CTO	30 minutes	CTO- Assessment Officer  CTO - Cashier

CMO-Permits and License Division to present the Official Receipt as proof of payment.				
3. Clients receives the Mayor's Permit	3.1 BPLO Head approves the Mayor's Permit	None	30 minutes – 1 hour	Printing: <b>Virman T. Akol</b> Clerk III
	3.2 BPLO Front liner released the approved Mayor's Permit.	None		Recommending Approval: <b>Stela Rose J. Rayos</b> Licensing Officer IV
<b>TOTAL</b>			2 hours and 30 minutes	Release: BPLO Frontliners

## 2. Application for RENEWAL BUSINESS PERMIT

<b>Office or Division:</b>	City Mayor's Office – Permits and License Division	
<b>Classification:</b>	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical	
<b>Type of Transaction:</b>	<input type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government – Government to Government	
<b>Who may avail:</b>	All Business Owners	
<b>CHECKLIST REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p><b>For Encoding</b></p> <p>1. Present Original/Photocopy of Previous year's Mayor's Permit <b>WITH</b> Valid ID (if owner) or Authorization Letter/SPA with ID of owner and ID of the representative photocopy (if authorized Representative)</p> <p><b>Upon Receiving</b></p> <p>1. Submit duly signed pre-printed Application Form with <b>CLEARANCES : BARANGAY, ZONING, CITY HEALTH OFFICE ( Clearance/ Sanitary Permit to Operate, original &amp; photocopy ) , ENRO, OBO, VALID Fire Safety Inspection Certificate (FSIC) from Bureau of Fire Protection (BFP) (original &amp; photocopy) &amp; Assessment Form with Official Receipt</b></p>		<p>CMO – Permits &amp; Licensing Office</p>

**2 Other required clearances as to type of business to wit:**

- Agri Products / Agriculture related - Clearance from **City Agriculture Office**
- Cooperatives - Clearance from **City Cooperatives and Livelihood Development Office**
- Meat and Poultry products - Clearance from **City Veterinary Office**
- Tourism Related - Clearance from **City Tourism Office**
- 3 Major Markets & Manukan Country – **City Ad Clearance**

**3. Other Supporting Documents required as to Type of Business to wit:**

- **Security Agencies** – *Valid License to Operate from Camp Crame NCR*
- **Firearms and Ammunitions**- *Valid License to Operate from Camp Crame*
- **Recruitment Agencies (Abroad)** – *Valid License to Operate from POEA*
- **Manpower Services (Local)** - *Valid Certificate of Registration from Department of Labor and Employment (DOLE)*
- **Pawnshops, Money Service Businesses, Remittance and Transfer Company w/ Virtual Currency Exchange Services, Money Changers and Foreign Exchange** – *Valid Certificate of Registration from Bangko Sentral ng Pilipinas (BSP)*
- **EGAMES, Cockfighting and the like**-*valid Resolution of No Objection (RONO) from SP.*

**NOTE:** In behalf of the **OWNER**, bring the following:

**TO PROCESS only:**

3. Authorization letter
4. ID of grantor and Authorized Representative

**TO SIGN:**

3. Recent Notarized Special Power of Attorney (SPA) for Single Prop. / Secretary's Certificate for Corporation
4. Sole Prop - Valid ID of Grantor and of authorized representative

Corp/Companies - Company ID with designation of Grantor and Authorized Representative (in the absence of company ID w/ designation, any valid ID must be

supported with recent <b>General Information Sheet or GIS</b> )				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Business Application Form from BPLO  1.1 Proceed to City Treasurer's Office for Assessment and Payment or process the necessary requirements and clearances.	1.1 BPLO Frontliner accepts application and evaluates completeness of documents submitted for encoding		1 hour	<b>Reah Marie P. Rom</b> License Inspector II  <b>Winnie C. Pabalinas</b> Licensing Officer I  <b>Mary Ann D. Eder</b> Clerk III
	1.2 Advise the client to either proceed to Assessment and pay or process the necessary requirements	c/o CTO-License Division		c/o CTO-License Division
2. Client submits the application form with attached complete requirements, Assessment and OR as proof of payment.	2. BPLO receives and reviews all the submitted documents prior to printing of Mayor's Permit and verification by the BPLO Head.	c/o CTO	1 – 2 hours	
3. Clients receives the Mayor's Permit	3.1 BPLO Head approves the Mayor's Permit	None	1 hour	Printing: <b>Virman T. Akol</b> Clerk III
	3.2 BPLO Front liner released the approved Mayor's Permit.			Recommending Approval: <b>Stela Rose J. Rayos</b> Licensing Officer IV  Release: BPLO Frontliners
<b>TOTAL</b>			<b>4 hours</b>	

### 3. Mayor's Clearance

<b>Office or Division:</b>		City Mayor's Office – Permits and License Division		
<b>Classification:</b>		✓ Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical		
<b>Type of Transaction:</b>		✓ G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government		
<b>Who may avail:</b>		All Business Owners		
<b>CHECKLIST REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Mayor's Clearance Official Receipt 2. Police Clearance and Official Receipt 3. Fiscal Clearance 4. Court Clearance			CTO - Cashier CTO - Cashier/ BCPO Hall of Justice Hall of Justice	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits requirements to the person in charge.	1.1 BPLO Front liner accepts and evaluates completeness of requirements submitted for encoding.	None	1 hour	<b>Jannette Ledesma</b> Clerk III
	1.2 After evaluation of the requirements the BPLO encodes the details of client	None		
2. Client pays at the City Treasurer's Office-License Division and returns at the BPLO to present the OR as proof of payment.	2.1 BPLO front liner checks the Official Receipt.	₱ 50.00	1 hour	<b>Jannette Ledesma</b> Clerk III  Approval: <b>Stela Rose Rayos</b> Division Head
	2.2 Mayor's clearance is printed and verified by BPLO Head for release.	None		
3. Client accepts the Mayor' Clearance	3. BPLO Front liner released the Mayor's Clearance.	None	30 minutes	<b>Jannette Ledesma</b> Clerk III
<b>TOTAL</b>		₱ 50.00	2 hours and 30 minutes	

#### 4. Mayor's Certification

<b>Office or Division:</b>		City Mayor's Office – Permits and License Division		
<b>Classification:</b>		<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical		
<b>Type of Transaction:</b>		<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government		
<b>Who may avail:</b>		All		
<b>CHECKLIST REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Official Receipt			CTO - Cashier	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client requests for a certification	1.1 BPLO Front liner accommodates and interview the client as to what kind of certification needed.			
2. Client pays at the CTO-License Division and returns at the CMO-Permits and License Division to present the OR as proof of payment.	2.1 BPLO front liner checks the Official Receipt.	₱ 50.00	1 hour	<b>Reah Marie P. Rom</b> License Inspector II  <b>Winnie C. Pabalinas</b> Licensing Officer I  <b>Mary Ann D.Eder</b> Clerk III  <b>Jannette Ledesma</b> Clerk II
	2.2 BPLO Front liner encodes and print the Mayor's Certification			
	2.3 BPLO head verifies the Mayor's Clearance prior to releasing			
3. Client accepts the Mayor's Certification.	3. BPLO Front liner released the Mayor's Certification.	None	30min – 1hr	Approval: <b>Stela Rose Rayos</b> BPLO Chief  Release: BPLO Frontliners

#### 5. Tricycle Franchise

<b>Office or Division:</b>		City Mayor's Office – Permits and License Division		
<b>Classification:</b>		<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical		
<b>Type of Transaction:</b>		<input type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government		

<b>Who may avail:</b>		All Tricycle Owners		
<b>CHECKLIST REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Mayor's Permit of current year 2. Official Receipt			CTO - Cashier	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits requirements to the person in charge	1.1 BPLO Front liner accepts application and evaluates completeness of documents submitted for encoding.	None	10 minutes	<b>Mary Ann D. Eder</b> Clerk III
	1.2 After evaluation of the requirements, the BPLO encodes the details of the client			
2. Client pays at the City Treasurer's Office and returns at the BPLO to present the OR as proof of payment.	2.1 BPLO front liner checks the Official Receipt	₱ 400.00	30 minutes	BPLO Front liner  <b>Mary Ann D. Eder</b> Clerk III  Approval: <b>Stela Rose Rayos</b> Division Head
	2.2 Franchise is printed and verified by BPLO Head for release.			
3. Client accepts the Tricycle Franchise	3. BPLO Front liner release the Tricycle Franchise	None	30 minutes – 1 hour	BPLO Front liner  <b>Mary Ann D. Eder</b> Clerk III
<b>TOTAL</b>		₱ 400.00	1 hour and 40 minutes	

## 6. Inspection

<b>Office or Division:</b>	City Mayor's Office – Permits and License Division
<b>Classification:</b>	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical
<b>Type of Transaction:</b>	<input type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government
<b>Who may avail:</b>	All Business Owners
<b>CHECKLIST REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>WITH COMPLAINTS</b>	

1. Letter Request / Complaint letter addressed to:		Client		
<b>Stela Rose J. Rayos</b> <b>Licensing Officer IV</b> <b>Permits and Licensing Division</b> <b>City Mayor's Office</b>				
<b>NO COMPLAINTS</b>				
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>WITH COMPLAINTS</b>  1. Taxpayer or complainant submits letter request or complaint letter with sketch, contact number and photo of location.	1.1 BPLO frontliner/ in-charge accepts, verifies & receives documents			<b>Reah Marie P. Rom</b> Licensing Inspector II
	1.2 BPLO In-charge schedules ocular inspection			
	1.3 BPLO Inspection team sets off for ocular inspection.			
	1.4 BPLO Inspection team issues First Notice of Inspection / Violation to business establishments operating with NO Mayor's Permit upon inspection			
	1.5 BPLO In-charge endorses Recommendation for Closure of business establishments operating with NO Mayor's Permit to the City Legal Office for appropriate action after three (3) days upon receipt.			
<b>NO COMPLAINTS</b>  1. Not Applicable	1. BPLO In-charge Schedules ocular inspection per Barangay and / or per line of business in the City of Bacolod after			

	Business One Stop Shop (B.O.S.S.)			
TOTAL				

## 7. Burial Permit

<b>Office or Division:</b>	City Mayor's Office – Permits and License Division			
<b>Classification:</b>	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
<b>Type of Transaction:</b>	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>WITH COMPLAINTS</b>				
1. Interment -Death Certificate & Official Receipt 2. Transfer of Cadaver -Death Certificate and Transfer of Cadaver Form 3. Transfer of Bones -Death Certificate and Transfer of Bones Certificate 4. Transfer of Ashes -Death Certificate and Transfer of Ashes Certificate 5. Exhumation & Inter of Bones -Death Certificate and Exhumation of Bones 6. Cremation -Death Certificate & Cremation Form			Death Certificate: Hospital/ City Health Office  Transfer of Cadaver/ Bones/ Ashes – City Health Office  Exhumation/ Inter of Bones/ Cremation c/o BPLO in-charge	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>BURIAL PERMIT</b>  1. Client presents original or temporary/provisional death certificate to the person in-charge.	1.1 BPLO frontliner accepts the original or temporary/provisional death certificate and then check and see to it that all necessary signatures and areas were filled –up correctly	₱ 50.00	1 hour	<b>Jannette S. Ledesma</b> Clerk II

	1.2 BPLO front liner will instruct the client to fill up the complete name and address of cemetery on column 25 or 26 of the original death certificate			
	1.3 BPLO front liner issues burial permit and log it in the column "burial permit". Lastly, BPLO front liner will tell the client to go to the local civil registrar for registration			
2. Client receives the Death Certificate	2. BPLO front liner release Death Certificate	None	1 minute	
<b>TRANSFERS OF CADAVER</b>  1. The client presents the death certificate either original or temporary/provisional together with transfer of cadaver form and the official receipt.	1.1 BPLO frontliner checks the original death certificate or temporary/provisional together with transfer of cadaver form if all data and information reconciles in death certificate.		1 hour	<b>Jannette S. Ledesma</b> Clerk II
	1.2 BPLO frontliner will fill-up the data on transfer of cadaver and on the death certificate column " transfer permit".	₱ 100.00		
2. Client receives the transfer of cadaver and process the civil registrar's office	2.1 BPLO head signs the transfer of cadaver for release to the client.			<b>Stela Rose J. Rayos</b> Licensing Officer IV
	2.2 BPLO front liner releases the said document and instructs the client to proceed at the civil registrar office for registration.			
<b>EXHUMATION PERMIT</b>	1.1 BPLO frontliner will check the death certificate to be exhumed. Exhumation	₱75.00/exhumation	1 hour	<b>Jannette S. Ledesma</b> Clerk II

<p>1. The client presents the original or certified true copy of the death certificate for exhumation.</p>	<p>is allowable if the bones to be exhumed was five years and above if the cause of death is a communicable disease. On the other hand 3 years and above if is not communicable disease.</p>	<p>₱75.00/Transfer of Inter of Bones</p>		
<p>1.2 BPLO frontliner will issue exhumation permit.</p>	<p>1.3 BPLO head signs the exhumation permit for release to the client.</p>			
<p>2. Client receives the exhumation permit.</p>	<p>2. BPLO frontliner release the said document and instruct the client to proceed to bacolod city health office, room ii, for city health officer/physician for signature of the said document.</p>			
<p><b>CREMATION</b></p> <p>1. Client presents the death certificate to be cremated.</p>	<p>1.1 BPLO front liner checks the death the certificate if is completely and correctly filled up.</p>	<p>₱500.00</p>	<p>1 hour</p>	<p><b>Jannette S. Ledesma</b> Clerk II</p>
<p>1.2 BPLO front liner issues a cremation permit.</p>	<p>1.3 BPLO front liner will tell the client to sign the cremation permit.</p>			
<p>1.4 BPLO head signs the said document.</p>				

2. Client receives the cremation permit.	2. BPLO front liner instruct the client to go to Bacolod city health office ,room II for city health officer /physician signature and back to civil registrar office for registration of the original death certificate.			<b>Stela Rose J. Rayos</b> Licensing Officer IV
TOTAL		₱800.00	4 hours and 1 minute	

## 8. SPECIAL PERMIT

### SPECIAL PERMIT APPLICATIONS

Note: All Special Permit Applicants must **write a letter addressed to the Honorable City Mayor.**

ACTIVITIES that simply pass by without disrupting the flow of the traffic and that occupy one-fourth (1/4) or barely one-fourth (1/4) of the street **DO NOT REQUIRE ROAD CLOSURE PERMIT.**

Caravan, Bike Ride, Motorcade,  
Parade, Walk, Prayer Walk, Procession, Fun Run  
Dance Parade and Float Parade  
Rally  
Kiosks on public roads  
Other Activities which use the roads  
Temporary Half Road Closure and Temporary Road Closure

<b>CLIENT'S STEPS</b>	<b>AGENCY ACTION</b>
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<p style="text-align: center;"><b>STEP 1</b></p> <p>A. Applicants must specify the following in their letters:</p> <ol style="list-style-type: none"> <li>1. Date and Time of the Activity</li> <li>2. Sketch of the Route</li> <li>3. Purpose of the Activity</li> </ol> <p><b>B. WITH ROAD CLOSURE</b>  Applicants must write a letter addressed to the Hon. City Mayor thru: Hon. Al Victor A. Espino and submit the same with the Office of Hon. Al victor Espino with the following details:</p> <ul style="list-style-type: none"> <li>• Requesting for a Half Road Closure or Road closure</li> <li>• Stating the exact roads to be closed (from where to where)</li> <li>• Specifying the Dates and the Inclusive Time of the Road Closure</li> <li>• Purpose</li> </ul> <p><b>C. WITHOUT ROAD CLOSURE</b></p> <ol style="list-style-type: none"> <li>1. Applicants must submit one letter to the City Mayor’s Office and have the rest of the letters stamped “RECEIVED”</li> <li>2. Present one (1) letter with stamped “RECEIVED’ to the CMO-Permits and License</li> </ol> <p><b>NOTE: RALLY APPLICATION</b></p> <p>Applicants are requested to <b>leave the application with contact number</b> with the City Mayor’s Office for the same will be endorsed to the CMO-Permits and License Division. and wait for the call for processing of the permit.</p>	<p>The Road Closure Application will be endorsed to the Secretary of the Sangguniang Panlungsod.</p> <p>The SP Secretary will endorse the same to the Office of the City Mayor.</p> <p>The Office of the City Mayor will endorse the same to the CMO-Permits and License Division</p>
<p>All <b>ACTIVITIES</b> held in <b>PRIVATE OR PUBLIC PLACES</b> other than the use of roads.</p> <p>Events, Kiosks  Activities at Bacolod City Government Center  Activities at Bacolod Public Plaza  Activities at Bacolod Public Markets</p>	
<b>CLIENT’S STEPS</b>	<b>AGENCY ACTION</b>
<p style="text-align: center;"><b>STEP 1</b></p> <p>A. Applicants must specify the following in their letters:</p> <ol style="list-style-type: none"> <li>1. Date, Time, Location, and Duration of the Activity</li> </ol> <p style="text-align: center;">Activities at  <b>Bacolod Public Markets</b></p> <p>Applicants must submit their letters with the Office of the City Administrator and wait for the approval and endorsement.</p> <p style="text-align: center;">Activities at  <b>Bacolod City Government Center</b></p>	

<p>A. Applicants must submit one letter to the City Mayor's Office and have the rest of the letters stamped "RECEIVED" by the City Mayor's Office</p> <p>B. Present one (1) letter with stamped "RECEIVED" to the Building Administrator's Office and have the rest of the letters stamped "RECEIVED" by the Building Ad.</p> <p>C. Present one (1) letter with stamped "RECEIVED" both by the City Mayor's Office and Building Ad to the CMO-Permits and License Division</p> <p style="text-align: center;">Activities at <b>Bacolod Public Plaza</b></p> <p>D. Applicants must present and discuss with the GSO Head their desire to use the Bandstand or any part of the Bacolod Public Plaza secure the initial of the GSO Head to signify that their request to use the Bacolod Public Plaza has been approved.</p> <p>E. Present one (1) letter with the initial of the GSO Head to the CMO-Permits and License Division</p>	
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For PRODUCT PROMOTION / INFORMATION DISSEMINATION

Streamers / Banners and Flyers  
PUJ Top Ads  
Recorda

<b>CLIENT'S STEPS</b>	<b>AGENCY ACTION</b>
<p style="text-align: center;"><b>STEP 1</b></p> <p>A. Applicants must specify and attach the following in their letters:</p> <ol style="list-style-type: none"> <li>1. Dimension of the streamers / banners or flyers</li> <li>2. Number of Pieces</li> <li>3. Inclusive Dates of the activity (promotion)</li> <li>4. Location / Route of the activity (promotion)</li> <li>5. Printed sample of the promotional ads</li> </ol> <p>B. Present the letter with attachment with the CMO-Permits and License Division</p>	

**Cockfight**

<b>CLIENT'S STEPS</b>	<b>AGENCY ACTION</b>
<p style="text-align: center;"><b>STEP 1</b></p> <p>Applicants must submit a letter to the Sangguniang Panlungsod indicating therein a request for an SP Resolution allowing them to conduct a cockfight for a specified period and venue. Such Resolution, when issued, be presented to the CMO-Permits and License Division.</p>	

<b>FIREWORKS DISPLAY/EXHIBITION</b>					
<b>CLIENT'S STEPS</b>			<b>AGENCY ACTION</b>		
<b>STEP 1</b>					
<p>Applicants must submit/present a letter for Fireworks Display / Exhibition indicating therein the date and specific time and venue of the exhibition together with the FIRE SAFTY CLEARANCE duly signed by the City Fire Marshal to the CMO-Permits and License Division.</p>					
<b>STEP 2</b>					
<b>CLIENT'S STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Present fully accomplished documents from STEP 1	1.1 Review submitted documents and prepare the necessary response	CTO	2 hours	<b>Marivic P. Canada</b> Licensing Officer III	
2.1 To have the documents assessed by the CTO	2. Instruct Applicants on how to process request				
2.2 Pay the Assessment				CTO	
2.3 To have the documents signed by proper authorities					BCPO , BTAO, FIRE MARSHAL CEO, GSO, OBA
2.4 Return the Documents to the CMO-Business Permit and License Division for the approval of the City Mayor				30 minutes	<b>Marivic P. Canada</b> Licensing Officer III
3. Applicants will then return the fully paid and accomplished Special Permit Form	3. Submits the documents to the City Mayor's Office for signature of the City Mayor		2 days		
<p>Attachments:  A. Duly signed by authorized signatories  B. Official Receipt is attached to the document.</p>					

4. Wait for a call from CMO-Business Permit and License Division	4.1 Get the signed documents from the City Mayor's Office		30 minutes	
	4.2 Call the applicant			
5. Applicants then claim their Special Permit	5. Release documents			
TOTAL			2 days and 3 hours	

## 9. Online Application

<b>Office or Division:</b>	City Mayor's Office – Permits and License Division		
<b>Classification:</b>	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical		
<b>Type of Transaction:</b>	<input type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government		
<b>Who may avail:</b>	All Business Owners		
CHECKLIST REQUIREMENTS		WHERE TO SECURE	
<b>NEW</b> – Online Portal ( <a href="mailto:ebpls@bacolodcity.gov.ph">ebpls@bacolodcity.gov.ph</a> )		Client	
<p><b>I. a Upon Online Application</b> Need to upload the following:</p> <ol style="list-style-type: none"> <li>1. <b>DTI</b> for Single Proprietorship (original &amp; photocopy)  <b>SEC</b> Registration with Articles of Inc. for Corporation /Association/Partnership/OPC (original &amp; photocopy) with updated GIS from SEC if the SEC registration is not recent  <b>CDA</b> Registration for Cooperatives (original &amp; photocopy)</li> <li>2. <b>Notarized Contract of Lease</b> if Place of Business is Rented  If not renting - Notarized Affidavit of Non-rental (sole prop) / Secretary's Certificate (corp.)/ Proof of ownership if property is owned</li> <li>3. <b>Franchise Agreement/</b> Certificate of Dealership / IPO Registration if the business will use another trade name rather than its own</li> <li>4. <b>Barangay Business Clearance</b></li> <li>5. <b>Clearance Form</b> with approval from - ZONING, ENRO and OBO</li> </ol> <p><b>I.b Upon receiving/approval</b></p> <ol style="list-style-type: none"> <li>1. <b>Signed PRINTED Online business application form</b></li> <li>2. <b>Assessment Form with Official Receipt</b> (Original)</li> </ol>			

3. **Simultaneous Online approval** from concerned offices and agencies (through Electronic Clearance System [https://acs.bacolodcity.gov.ph/track\\_search.php](https://acs.bacolodcity.gov.ph/track_search.php) ) as to type of business are required to wit:

- **City Health Office**
- **Bureau of Fire Protection**
- Agri Products / Agriculture related - Clearance from **City Agriculture Office**
- Cooperatives - Clearance from **City Cooperatives and Livelihood Development Office**
- Meat and Poultry products - Clearance from **City Veterinary Office**
- Tourism Related - Clearance from **City Tourism Office**
- **Markets (Libertad, Burgos, Central) & Manokan County** – Clearance from City Administrator's Office

4. **ID of owner w/ specimen signature (clear photocopy)**

**NOTE:** In behalf of the **OWNER**, bring the following:

***TO PROCESS only:***

1. Authorization letter
2. ID of grantor and Authorized Representative

***TO SIGN:***

1. Special Power of Attorney (SPA) for Single Prop. / Secretary's Certificate for Corporation
2. Sole Prop - Valid ID of Grantor and of authorized Representative  
Corp/Companies - Company ID with designation of Grantor and Authorized Representative (in the absence of company ID w/ designation, any valid ID must be supported with recent **General Information Sheet or GIS**)

**RENEWAL** - Online Portal ([ebpls@bacolodcity.gov.ph](mailto:ebpls@bacolodcity.gov.ph))

**II. a Upon Online application**

- **Permit Number** of previous year's Mayor's Permit (can be found at the lower left side of the Mayor's Permit)

- **Business Identification Number (BIN)** (Can be found at the Upper right side of the previous year's Online Application Form)
- **Email address**

**II. b Upon receiving/approval**

1. **Simultaneous Online approval** from concerned offices and agencies (through Electronic Clearance System [https://acs.bacolodcity.gov.ph/track\\_search.php](https://acs.bacolodcity.gov.ph/track_search.php) ) as to type of business are required to wit:
  - BARANGAY
  - ZONING
  - OBO
  - ENRO
  - **CITY HEALTH OFFICE**
  - **BUREAU OF FIRE PROTECTION**
  - Agri Products / Agriculture related - Clearance from **City Agriculture Office**
  - Cooperatives - Clearance from **City Cooperatives and Livelihood Development Office**
  - Meat and Poultry products - Clearance from **City Veterinary Office**
  - Tourism Related - Clearance from **City Tourism Office**
  - **Markets (Libertad, Burgos, Central) & Manokan County** – Clearance from City Administrator's Office
2. **Assessment/Payment Proof**
3. **ID of owner w/ specimen signature (clear photocopy)**

**NOTE:** In behalf of the **OWNER**, bring the following:

**TO PROCESS only:**

1. Authorization letter
2. ID of grantor and Authorized Representative

**TO SIGN:**

1. Special Power of Attorney (SPA) for Single Prop. / Secretary's Certificate for Corporation
2. Sole Prop - Valid ID of Grantor and of authorized Representative

Corp/Companies - Company ID with designation of Grantor and Authorized Representative (in the absence of company ID w/ designation, any valid ID must be supported with recent **General Information Sheet or GIS**)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client will Access the Online Portal ebpls@bacolodcity.gov and click NEW/RENEWAL Button  1.1 Fill in the fields and upload the needed requirements and SUBMIT	1.1 Accept and process the application	CTO	1 hour	<b>Winnie C. Pabalinas</b> Licensing Officer I
	1.2 Send the generated Online Unified Business Application Form with Tracking/Reference Number			
2. Print the Online Unified Application form with Tracking No., proceed to Billing/ Assessment/ Payment/ Track clearances thru Electronic Clearance System (ECS)	2. Receive/Release of Mayor's Permit (hard copy) and sending the soft copy of Mayor's Permit to clients provided email if requested		1 hour	
TOTAL			2 hours	

### 10. Amendment of Address

<b>Office or Division:</b>	City Budget Office
<b>Classification:</b>	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical
<b>Type of Transaction:</b>	<input type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government
<b>Who may avail:</b>	All Business Owners
<b>CHECKLIST REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	

<ul style="list-style-type: none"> <li>• Duly filled up Amendment Form</li> <li>• Official Receipt of P100.00 (Amendment Fee )</li> <li>• Dully filled up Clearance Form with approval from Zoning, OBO and ENRO</li> <li>• Barangay Business Clearance for New Address</li> <li>• Contract of Lease if place is rented, if not, Affidavit of Non-Rental</li> </ul>			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. BPLO evaluate and verify the documents and amend	₱ 100.00	30 minutes	All Regular Personnel
2. Secure New FSIC from BFP and New Sanitary Permit to Operate from CHO and submit to BPLO (If Mayor's Permit of current year has been issued, client needs to surrender the original copy)	2. Receive the complete documents and issue Mayor's Permit with new address.		30 minutes	
<b>TOTAL</b>		<b>₱ 100.00</b>	<b>1 hour</b>	

### 11. Change of Owner (In case of Death of Permittee)

<b>Office or Division:</b>	City Budget Office	
<b>Classification:</b>	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical	
<b>Type of Transaction:</b>	<input type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government	
<b>Who may avail:</b>	All Business Owners	
<b>CHECKLIST REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Duly filled up Amendment Form</li> <li>• Official Receipt of P100.00 (Amendment Fee )</li> <li>• DTI with New Owner</li> <li>• Death Certificate of the Permittee</li> <li>• Extra-Judicial Declaration of Heirship</li> <li>• Waiver of rights in favor of the New Owner</li> </ul>		Client

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1. BPLO evaluate and verify the documents and amend	₱ 100.00	30 minutes	All Regular Personnel
2. Secure New FSIC from BFP and New Sanitary Permit to Operate from CHO and submit to BPLO (If Mayor's Permit of current year has been issued, client needs to surrender the original copy)	2. Receive the complete documents and issue Mayor's Permit with new address.		30 minutes	
<b>TOTAL</b>		<b>₱ 100.00</b>	<b>1 hour</b>	