



OFFICE OF THE CITY MAYOR
Permits and License Division
 Bacolod City

Every Local Government Unit is mandated by law to exercise such powers and discharge such functions and responsibilities as are necessary, appropriate, incidental to efficient and effective provision of the basic services and facilities.

Section 3(d) of the Local Government Code of 1991 provides: “The vesting of duty, responsibility, and accountability in local government units shall be accompanied with provision for reasonably adequate resources to discharge their powers and effectively carry out their functions; hence, **they shall have the power to create and broaden their own sources of revenue.**”

Thus, the issuance of different kinds of permits under this office is in compliance with the Local Government Code mandate to create and broaden the City’s sources of revenue.

MAYOR’S PERMIT

The Mayor’s Permit is issued to any business entity which applies for a business permit and which fully complies with all the necessary requirements and fees attached to the application. Hence, the obtainment and display of the Mayor’s Permit in the premises of the business establishment signifies that such business entity has the clearance to conduct its transactions and is operating legally.

1. Application for NEW BUSINESS PERMIT

Office or Division:	City Mayor’s Office – Permits and License Division	
Classification:	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical <input checked="" type="checkbox"/>	
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government	
Who may avail:	All persons residing in the Philippines who want to conduct business in Bacolod City	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
- For Encoding 1. DULY FILLED-UP & SIGNED Application Form YELLOW FORM – Single Proprietorship Market		1. CMO-Permits and License Division 2. Can download from this link https://bacolodcity.gov.ph/downloadable-forms/

<p>BLUE FORM - Corporation Partnership Cooperative</p> <p>Association/Organization Foundation</p> <p>GREEN FORM – Tricycle Trisikad</p> <p>PINK FORM - Common Carrier</p> <p>2. DTI for Single Proprietorship Original copy - for presentation and verification of the photocopy 1 Photocopy – for submission</p> <p>SEC Registration Articles of Incorporation Updated GIS } Corporation OPC Association Partnership</p> <p>Original copy - for presentation and verification of the photocopy 1 Photocopy – for submission</p> <p>CDA Registration for Cooperatives</p> <p>Original copy - for presentation and verification of the photocopy 1 Photocopy – for submission</p> <p>3. NOTARIZED DOCUMENT Contract of Lease - if Place of Business is Rented Affidavit of Non-Rental- If Place of Business is not rented Proof of Ownership – if property is owned Secretary's Certificate - corporation</p>	<ol style="list-style-type: none"> DTI office (walk in) https://bnrs.dti.gov.ph/registration <ol style="list-style-type: none"> Securities and Exchange Commission office https://esparc.sec.gov.ph/application/overview?exist=0 <ol style="list-style-type: none"> Cooperative Development Authority Office https://cda.gov.ph/services/regulatory-services/registration/ <p>See a lawyer</p> <ol style="list-style-type: none"> Corporation's Secretary Franchisee/Dealer/Intellectual Property Office <p>Barangay</p> <p>City Planning and Development Office BENRO OBO</p> <p>City Agriculture Office</p>
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4. Franchise Agreement/ Certificate of Dealership / IPO Registration if the business will use another tradename rather than its own

5. Clearances –
BARANGAY BUSINESS
CLEARANCE/PERMIT
Original copy - for presentation and verification

of the photocopy
1 Photocopy – for submission

ZONING
ENRO
OBO

6. Other required clearances as to type of business to wit:

- Agri Products / Agriculture related
- Cooperatives - Clearance from

- Meat and Poultry products -
- Tourism Related

- 3 Major Markets & Manukan Country

- **EGAMES ,Cockfighting and the like-valid Resolution of No Objection (RONO)**

7. One valid ID of owner - for presentation
One photocopy of owner's valid ID w/ 3 specimen signatures

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

TO PROCESS AND CLAIM only:

1. Authorization letter
2. **One valid ID of both the grantor and Authorized Representative** – for presentation
3. **One photocopy each** of the valid ID with **3 specimen signatures - Grantor and Authorized Rep**

City Cooperatives and Livelihood Development Office

City Veterinary Office
City Tourism Office

City Ad Clearance from City Administrator

Sangguniang Panlungsod

CTO
Bureau of Fire Protection

City Health Office

<p>TO SIGN:</p> <ol style="list-style-type: none"> Recent Notarized Special Power of Attorney (SPA) for Single Prop. / Secretary's Certificate for Corporation Valid Identification Card of signatory <ol style="list-style-type: none"> 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) <p><u>- Upon Receiving</u></p> <ol style="list-style-type: none"> Submit business application form w/ attached documentary requirements Assessment Form with Official Receipt (Original) VALID Fire Safety Inspection Certificate (FSIC) from the Bureau of Fire Protection (BFP) (original & photocopy) City Health Clearance / Sanitary Permit to Operate (original & photocopy) 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> Secure Business Application Form from BPLO Process the necessary requirements and clearances. 	<ol style="list-style-type: none"> 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	<i>BPLO frontliner</i> <i>License Inspector I</i> <i>Licensing Officer I</i>
<ol style="list-style-type: none"> Proceed to City Treasurer's Office-License Division for assessment and payment and returns to the CMO-Permits and License Division to present the Official Receipt as proof of payment with all the necessary clearances and requirements 	<ol style="list-style-type: none"> BPLO receives and reviews all the submitted documents prior to printing of Mayor's Permit and verification by the BPLO Head. 	c/o CTO	8 hours	<i>CTO- Assessment Officer</i> <i>CTO – Cashier</i> <i>BPLO Receiving: Licensing Officer I</i>

<ul style="list-style-type: none"> • Meat and Poultry products - Clearance from City Veterinary Office • Tourism Related - Clearance from City Tourism Office • 3 Major Markets & Manukan Country – City Ad Clearance <p>3. Other Supporting Documents required as to Type of Business to wit:</p> <ul style="list-style-type: none"> • Security Agencies – <i>Valid License to Operate from Camp Crame NCR</i> • Firearms and Ammunitions- <i>Valid License to Operate from Camp Crame</i> • Recruitment Agencies (Abroad) – <i>Valid License to Operate from POEA</i> • Manpower Services (Local) - <i>Valid Certificate of Registration from Department of Labor and Employment (DOLE)</i> • Pawnshops, Money Service Businesses, Remittance and Transfer Company w/ Virtual Currency Exchange Services, Money Changers and Foreign Exchange – <i>Valid Certificate of Registration from Bangko Sentral ng Pilipinas (BSP)</i> • EGAMES, Cockfighting and the like-<i>valid Resolution of No Objection (RONO) from SP.</i> <p>NOTE: In behalf of the OWNER, bring the following: TO PROCESS AND CLAIM only:</p> <ol style="list-style-type: none"> 1. Authorization letter 2. One valid ID of both the grantor and Authorized Representative – for presentation 3. One photocopy each of the valid ID with 3 specimen signatures - Grantor and Authorized Rep <p>TO SIGN:</p> <ol style="list-style-type: none"> 1. Recent Notarized Special Power of Attorney (SPA) for Single Prop. / Secretary’s Certificate for Corporation 	<p>Camp Crame</p> <p>Camp Crame</p> <p>POEA</p> <p>POEA / DOLE</p> <p>Bangko Sentral ng Pilipinas</p> <p>Sangguniang Panlungsod (SP)</p>
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<p>2. Valid Identification Card of signatory 2.a <i>Sole Prop</i> - Valid ID of Grantor and of authorized representative 2.b <i>Corp/Companies</i> - 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)</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.a Secure Business Application Form from BPLO</p> <p>1.b Proceed to City Treasurer's Office for Assessment and Payment or process the necessary requirements and clearances</p>	<p>1.a BPLO Frontliner accepts application and evaluates completeness of documents submitted for encoding</p> <p>1.b Advise the client to either proceed to Assessment and pay or process the necessary requirements</p>	c/o CTO-License Division	1 hour	<p><i>License Inspector II</i></p> <p><i>Licensing Officer I</i></p> <p><i>c/o CTO-License Division</i></p>
<p>2. Client submits the application form with attached complete requirements, Assessment and OR as proof of payment.</p>	<p>2. BPLO receives and reviews all the submitted documents prior to printing of Mayor's Permit and verification by the BPLO Head.</p>	None	8 hours	<i>BPLO frontliner (Receiving)</i>
<p>3. Clients receives the Mayor's Permit</p>	<p>3.a BPLO Head approves the Mayor's Permit</p> <p>3.b BPLO Frontliner released the approved Mayor's Permit.</p>	None	1 hour	<p><i>Printing: Clerk III</i></p> <p><i>Recommending Approval: Licensing Officer IV</i></p> <p><i>Release: BPLO Frontliners</i></p>
TOTAL:		None	1 day & 2 hours	

3. ONLINE APPLICATION

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. NEW – Online Portal (ebpls@bacolodcity.gov.ph)</p> <p>I.a Upon Online Application Need to upload the following:</p> <ul style="list-style-type: none"> ● DTI for Single Proprietorship (original) SEC Registration with Articles of Inc. for Corporation / Association/Partnership/OPC (original) with updated GIS from SEC if the SEC registration is not recent CDA Registration for Cooperatives (original) ● Notarized Contract of Lease if Place of Business is Rented If not renting - Notarized Affidavit of Non-rental (sole prop) / Secretary’s Certificate (corp.)/ Proof of ownership if the property is owned ● Franchise Agreement/ Certificate of Dealership / IPO Registration if the business will use another trade name rather than its own <p>I. b Assessment and Payment can be Online or Over-the- Counter Online Billing Request https://onlineservices.bacolodcity.gov.ph/services/business_permit/ Online Payment https://onlineservices.bacolodcity.gov.ph/services/payment_portal</p> <p>I. c Simultaneous Online approval from concerned regulatory offices and agencies through Electronic Clearance System https://ebpls.bacolodcity.gov.ph/main/index.php?page=b36942e64f2f96536fc0c19c3e1a89b5 as to type of business required to wit:</p> <ul style="list-style-type: none"> ● Barangay ● Zoning Office ● City HealthOffice ● Office of Building Officials ● BENRO ● Bureau of Fire Protection ● Agri Products / Agriculture related - Clearance from City Agriculture Office 	<p>From the client</p> <p>CTO</p>

- 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

1. **Upload ID of owner w/ specimen signature (clear photocopy) and other documentary requirements on this link:**

<https://ebpls.bacolodcity.gov.ph/main/index.php?page=b36942e64f2f96536fc0c19c3e1a89b5>

II. **RENEWAL** - Online Portal
(ebpls@bacolodcity.gov.ph)

II.a Filling up the Online application form

II.b Uploaded necessary documents on the respective offices (Ex. Previous FSIC to BFP, ID of owner to BPLO, etc.)

II.c Assessment and Payment can be Online or Over-the- Counter

Online Billing Request

https://onlineservices.bacolodcity.gov.ph/services/business_permit/

Online Payment

https://onlineservices.bacolodcity.gov.ph/services/payment_portal

II.d Simultaneous Online approval from concerned regulatory offices and agencies through Electronic Clearance System

<https://ebpls.bacolodcity.gov.ph/main/index.php?page=b36942e64f2f96536fc0c19c3e1a89b5> as to type of business required to wit:

- **Barangay**
- **Zoning Office**
- **City HealthOffice**
- **Office of Building Officials**
- **BENRO**
- **Bureau of Fire Protection**
- Agri Products / Agriculture related - Clearance from **City Agriculture Office**

<ul style="list-style-type: none"> • 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 				
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.a Fill in the fields and upload the needed requirements and SUBMIT	1. Accept and process the application 1.a Send the generated Online Unified Business Application Form with Tracking/Reference Number	None	1 hour	<i>Online BPLO Staff</i> <i>Licensing Officer I</i> <i>For Approval:</i> <i>Licensing Officer IV</i>
2. Assessment/Payment and Completion of Regulatory Clearances	2. Approve/Release the e-copy of Mayor's Permit to respective email addresses <i>Note: Hard copy of Mayor's Permit can also be requested and claimed at BPLO Office.</i>	c/o CTO	1 hour	<i>Generation of Mayor's Permit and Sending to recipient's email:</i> <i>Clerk III</i>
TOTAL:		c/o CTO	2 hours	

4. AMENDMENT OF ADDRESS

Amendment of Address is a process whereby a Business Entity informs this office that its record must be updated by reason of a transfer of its business location.

Office or Division:	City Mayor's Office – Permits and License Division X
Classification:	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government
Who may avail:	All Business Owners
CHECKLIST OF REQUIREMENTS	
<ul style="list-style-type: none"> • Duly filled up Amendment Form 	
WHERE TO SECURE	

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

5. CHANGE OF OWNER (IN CASE OF DEATH OF PERMITTEE)

Change of Owner is a process whereby a Business Entity informs this office that its record must be updated by reason of the death of the permittee, hence, a new owner will be named.

Office or Division:	City Mayor's Office – Permits and License Division X			
Classification:	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All Business Owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Duly filled up Amendment Form • Official Receipt of P100.00 (Amendment Fee) • DTI with New Owner • Death Certificate of the Permittee • Extra-Judicial Declaration of Heirship • Waiver of rights in favor of the New Owner 			c/o 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	Php 100.00	30 minutes	<i>All Regular Personnel</i>
2. Secure New FSIC from BFP and New Sanitary Permit to Operate from CHO and submit to BPLO <i>(If Mayor's Permit of current year has been issued, client needs to surrender the original copy)</i>	2. Receive the complete documents and issue Mayor's Permit with new address.		30 minutes	
TOTAL:		Php 100.00	1 hour	

6. TRICYCLE FRANCHISE and MAYOR'S PERMIT

Tricycle Franchise is issued by the LGU to a Tricycle Owner that he is granted with a privilege that allows him to legally use his tricycle to operate for business purposes.

Office or Division:	City Mayor's Office – Permits and License Division			
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All Tricycle Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NEW and ADDITIONAL UNIT 1. Certification from the Association 2. Barangay Clearance 3. Zoning and BENRO Clearance 4. Application Form with Owner's Signature 5. ID of Owner – photocopy for submission 6. Notarized Deed of Sale RENEWAL 1. Barangay Clearance 2. Zoning and BENRO Clearance 3. Application Form with Owner's Signature 4. ID of owner – Photocopy for submission		Tricycle Association Barangay CPDO & BENRO – BCGC BPLO Applicant Applicant Barangay CPDO & BENRO – BCGC BPLO Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Client submits requirements to the person in charge	1.a BPLO Frontliner accepts application and evaluates completeness of documents submitted for encoding. 1.b After evaluation of the requirements, the BPLO encodes the details of the client.	None	2 hours	<i>Clerk III</i>
2. Client pays Php 400.00 for the franchise & Php 455.00 for the Permit at the City Treasurer's Office and returns at the BPLO to present the OR as proof of payment.	2.a BPLO frontliner checks the Official Receipt 2.b Franchise is printed and verified by BPLO Head for release.	Php 855.00	2 hours	<i>BPLO frontliner Clerk III Approval: Licensing Officer IV Division Head</i>
3. Client accepts the Tricycle Franchise	3. BPLO Frontliner release the Tricycle Franchise	None	1 hour	<i>BPLO frontliner Clerk III</i>
4. Applicant presents the FRANCHISE to the City Treasurer's Office for him to be issued with City Sticker	4. CTO Frontliner	None	5 hours	<i>c/o CTO</i>
5. Applicant will finish the clearance (BENRO, Zoning, Barangay Business Clearance)	5. c/o BENRO, CPDO, Barangay			
6. Applicant will have his tricycle checked by TMU	6. c/o TMU	Php 100.00	8 hours	<i>TMU Personnel</i>

7. Applicant will have his City Stickers signed by BCPO City Director	7. BCPO		8 hours	<i>BCPO City Director</i>
8. Applicant presents his complete documents for RECEIVING and VERIFICATION. If all documents are complete, MAYOR'S PERMIT will be printed and RELEASED.	8. BPLO Frontliners (Receiving) and verified by Ms. Rayos	None	3 hours	<i>BPLO Frontliners</i>
TOTAL:		Php 955.00	3 days and 5 hours	

7. MAYOR'S CLEARANCE

Mayor's Clearance is issued to any bonafide Filipino citizen who seeks to apply for work in the City of Bacolod and the Clearance certifies that the bearer does not have any criminal records.

Office or Division:	City Mayor's Office – Permits and License Division			
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits requirements to the person in charge.	1.a BPLO Front liner accepts and evaluates completeness of requirements submitted for encoding. 1.b After evaluation of the requirements the BPLO encodes the details of client	None	1 hour	<i>Clerk II</i>
2. Client pays at the City Treasurer's Office-License	2.a BPLO frontliner checks the Official Receipt.	Php 50.00 c/o CTO	1 hour	<i>Clerk II</i> <i>Approval:</i>

Division and returns at the BPLO to present the OR as proof of payment.	2.b Mayor's clearance is printed and verified by BPLO Head for release			<i>Licensing Officer IV Division Head</i>
3. Client accepts the Mayor' Clearance	3. BPLO Front liner released the Mayor's Clearance	None	1hour	<i>Clerk II</i>
TOTAL:		Php 50.00	3 hours	

8. MAYOR'S CERTIFICATION

Mayor's Certification is issued to any person or government agency who seeks to validate some facts whether or not a certain person or a business entity has a Mayor's Permit.

Office or Division:	City Mayor's Office – Permits and License Division			
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical X			
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt		CTO - Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests for a certification.	1.a BPLO Frontliner accommodates the client and interview as to what kind of certification needed. 1.b After interview, the BPLO prepares the certification.	None	30 minutes	<i>Clerk II</i>
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.a BPLO front liner checks the Official Receipt. 2.b BPLO Front liner encodes and print the Mayor's Certification. 2.c BPLO head verifies the Mayor's Clearance prior to releasing.	Php 50.00 c/o CTO	1 hour	<i>License Inspector II Clerk II</i>

3. Client accepts the Mayor's Certification.	3. BPLO Front liner released the Mayor's Certification.	None	1 hour	Approval: <i>Licensing Officer IV BPLO Chief</i> Release: <i>Clerk II</i>
TOTAL:		Php 50.00	2 hours and 30 minutes	

9. INSPECTION

Inspection is one of the duties and responsibilities of the CMO-Permits and License Division which checks business establishments whether they are legally operating in the City.

Office or Division:	City Mayor's Office – Permits and License Division			
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	All Business Owners			
CHECKLIST OF REQUIREMENTS (WITH COMPLAINT/s)		WHERE TO SECURE		
1. Letter Request / Complaint letter addressed to: Stela Rose J. Rayos Licensing Officer IV Permits and Licensing Division City Mayor's Office		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Taxpayer or complainant submits letter request or complaint letter with sketch, contact number and photo of location.	1. BPLO frontliner/ in-charge accepts, verifies & receives documents 2. BPLO In-charge schedules ocular inspection. 3. BPLO Inspection team sets off for ocular inspection. 4. BPLO Inspection team issues First Notice of Inspection / Violation to business establishments operating with NO Mayor's Permit upon inspection.	None	Complaints will be accommodated within three (3) months from receipt of such complaint.	<i>License Inspector II</i>

	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.			
TOTAL:		None		

CHECKLIST OF REQUIREMENTS (WITH NO COMPLAINT/s)		WHERE TO SECURE	
NOT APPLICABLE			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
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.)		

10. BURIAL PERMIT

Cremation Permit is issued to any surviving families who desire to keep the ashes of their dead loved ones in their custody.

Exhumation Permit is issued to a person who seeks to remove the remains of a dead relative to be replaced with a new one.

Transfer of Cadaver Permit is issued to any person who seeks to bury his dead in some place other than Bacolod City.

Office or Division:	City Mayor's Office – Permits and License Division		
Classification:	<input checked="" type="checkbox"/> Simple	<input type="checkbox"/> Complex	<input type="checkbox"/> Highly Technical
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
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		Death Certificate: Hospital/ City Health Office Transfer of Cadaver/ Bones/ Ashes – City Health Office Exhumation/ Inter of Bones/ Cremation c/o BPLO in-charge	

5. Exhumation & Inter of Bones -Death Certificate and Exhumation of Bones 6. Cremation -Death Certificate & Cremation Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
BURIAL PERMIT 1. Client presents original or temporary/provisional death certificate to the person in-charge.	1a. 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 2b. BPLO frontliner will instruct the client to fill up the complete name and address of cemetery on column 25 or 26 of the original death certificate. 3c. BPLO frontliner issues burial permit and log it in the column “burial permit”. Lastly, BPLO frontliner will tell the client to go to the local civil registrar for registration.	Php 50.00	1 hour	<i>Clerk II</i>
2. Client receives the death certificate.				
TRANSFER OF CADAVER 1. The client presents the death certificate either original or temporary/provisional together with transfer of cadaver form and the official receipt.	1.a 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.b BPLO frontliner will fill-up the data on transfer of cadaver and on the death certificate column “ transfer permit”.	Php 100.00	1 hour	<i>Clerk II</i>

<p>2. Client receives the transfer of cadaver and process the civil registrar's office.</p>	<p>2.a BPLO head signs the transfer of cadaver for release to the client.</p> <p>2.a BPLO front liner releases the said document and instructs the client to proceed at the civil registrar office for registration.</p>			<p><i>Licensing Officer IV</i></p>
<p>EXHUMATION PERMIT</p> <p>1. The client presents the original or certified true copy of the death certificate for exhumation.</p> <p>2. Client receives the exhumation permit.</p>	<p>1.a BPLO frontliner will check the death certificate to be exhumed. Exhumation 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>1.b BPLO frontliner will issue exhumation permit.</p> <p>1.c BPLO head signs the exhumation permit for release to the client.</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>Php 75.00/ Exhumation</p> <p>Php 75.00/ Transfer Or Inter Of Bones.</p>	<p>1 hour</p>	<p><i>Clerk II</i></p> <p><i>Licensing Officer IV</i></p>

<p>CREMATION</p> <p>1. Client presents the death certificate to be cremated.</p> <p>2. Client receives the cremation permit.</p>	<p>1.a BPLO front liner checks the death the certificate if is completely and correctly filled up.</p> <p>1.b BPLO front liner issues a cremation permit.</p> <p>1.c BPLO front liner will tell the client to sign the cremation permit.</p> <p>1.d BPLO head signs the said document.</p> <p>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.</p>	<p>Php 500.00</p>	<p>1 hour</p>	<p><i>Clerk II</i></p> <p><i>Licensing Officer IV</i></p>
TOTAL:		Php 800.00	4 hours	

11. SPECIAL PERMIT

A **Special Permit** is issued to any person or organization who seeks to conduct or hold an activity in the City for business or recreation/entertainment purposes.

SPECIAL PERMIT APPLICATIONS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>All Special Permit Applicants must write a LETTER addressed to the Honorable City Mayor.</p> <p>A. NEEDS ENDORSEMENT BEFORE A SPECIAL PERMIT MAY BE ISSUED</p> <p>1. ROAD CLOSURE (P1,000.00) Any activity that requires the closure of the road</p>	<p>Applicant</p>

<p>a. Write a letter addressed to Councilor Espino</p> <ul style="list-style-type: none"> a.1 Requesting for a Road Closure a.2 Name of specific roads to be closed a.3 Dates and time of road closure a.4 Activity to be held on the requested road to be closed <p>b. Submit a letter addressed to the City Mayor</p> <ul style="list-style-type: none"> b.1 Requesting for a Road Closure b.2 Event to be held on the closed roads b.3 Date and time for the road closure <p>c. An Endorsement together with the letter will be forwarded to this office for the issuance of a Special Permit (Note: It is important that the applicant must follow-up the endorsement from the City Mayor's Office.)</p>	<p>Applicant</p> <p>City Mayor's Office</p>
<p>2. BACOLOD PUBLIC MARKETS (P200.00/day) (Libertad, Burgos, Central)</p> <p>a. Write a letter addressed to the City Mayor</p> <ul style="list-style-type: none"> a.1 Requesting for the use of the Public Market a.2 The Activity to be conducted a.3 Date and time of the activity <p>b. Secure the following</p> <ul style="list-style-type: none"> b.1 Market Activity Approval b.2 CITY ADMINISTRATOR'S ENDORSEMENT <p>c. An Endorsement together with the letter will be forwarded to this office for the issuance of a Special Permit (Note: It is important that the applicant must follow-up the endorsement from the City Administrator's Office.)</p>	<p>Applicant</p> <p>Market Supervisor</p> <p>City Administrator's Office</p> <p>Applicant</p>
<p>3. POLITICAL RALLY (P100.00)</p> <p>a. Write a letter addressed to the City Mayor</p> <ul style="list-style-type: none"> a.1 Requesting to conduct a political rally a.2 Purpose of the rally a.3 Date and time of the rally a.4 Submit the letter to the City Mayor's Office <p>b. An Endorsement together with the letter will be forwarded to this office for the issuance of a Special Permit (Note: It is important that the applicant must follow-up the endorsement from the City Mayor's Office.)</p>	<p>Sangguniang Panglungsod</p>
<p>B. SP RESOLUTION / LMC REQUIREMENT (P200.00/wk)</p> <p>4. SETTING UP KIOSKS (Food/Merchandise), 5. NIGHT MARKETS 6. TRADE FAIR</p>	<p>Applicant</p>

<p>7. CHRISTMAS BAZAAR 8. BACOLAODIAT 9. MASSKARA 10. TANDUAY 12. MASSKARA FESTIVAL 13. FIRECRACKERS 14. UNDAS 15. COCKFIGHT (P1,850.00 / schedule) 15. ANY EVENT ANALOGOUS TO THE FOREGOING</p> <p>a. Write a letter addressed to the City Vice Mayor a.1 Requesting for an SP Resolution a.2 Stating all activities to be conducted a.3 Stating the number of kiosks to be set up and location if there is any a.4 Stating the specific date and time for each activity</p> <p>b. Write a letter addressed to the City Mayor b.1 Stating all activities to be conducted b.2 Stating the number of kiosks to be set up and location if there is any b.3 Stating the specific date and time for each activity</p> <p>C. Caravan, Bike Ride, Motorcade, Parade, Walk, Prayer Walk, Procession, Fun Run, Prayer Rally, Recorrída, Other activities which use the roads (P200.00)</p> <p>a. Write a letter addressed to the City Mayor a.1 Stating the activities and purpose of the activity to be conducted a.3 The location (route) of the activity a.4 Specific date and time of the activity</p> <p>D. USE OF BACOLOD CITY GOVERNMENT CENTER (100.00)</p> <p>a. Write a letter addressed to the City Mayor in four (4) copies a.1 Stating the activities and purpose of the activity to be conducted a.2 The specific location of the activity a.3 Specific date and time of the activity a.4 Other amenities needed if there are any 1,000.00 - use aircon per hour 2,500 – use of sound system a.5 Submit one letter to the CMO and have the other 3 stamped RECEIVED A.6 Submit one letter to the Office of the Building Administrator and have the other two letters stamped RECEIVED by the OBA</p>	<p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant Applicant Bureau of Fire</p>
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<p>E. USE OF PUBLIC PLAZA (100.00) a. Write a letter addressed to the City Mayor in two (2) copies a.1 Stating the activities and purpose of the activity to be conducted a.2 The specific location of the activity a.3 Specific date and time of the activity a.4 Present the letter addressed to the City Mayor to the GSO Head for him to attach his initial to approve the activity A.5 Present the letter addressed to the City Mayor with initial by the GSO Head approving the activity to the person in charge of the booking of the use of the public plaza</p> <p>F. STREAMERS/BANNERS/FLYERS/PUJ TOP ADS (100/ sq ft) x No. of pieces a. Write a letter addressed to the City Mayor a.1 Stating the purpose of putting up the streamers / TOP ADS or the distribution of the flyers a.2 The locations of the streamers / distributions of flyers a.3 Specific date of display/distribution a.4 Sizes and number of pieces of streamers / flyers a.4 Attach sample of streamers / flyers / top ads</p> <p>G. FIREWORKS DISPLAY/EXHIBITION (100.00) a. Write a letter addressed to the City Mayor a.1 Stating the purpose of display a.2 The locations, time, and date of the display a.3 Fire Safety Clearance</p>	
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STEP 2

CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. Fully accomplished Requirements	1. An Assessment Form will then be issued to the applicant to be assessed by the City Treasurer's Office.	c/o CTO	1 hour	<i>Licensing Officer III</i>
	2. Applicant will then pay the assessed amount reflected on the		2 hours	<i>Cashier</i>

	Assessment Form.			
	3. Applicants will then go back to the office to get the Special Permit for processing.	None	1 hour	<i>Licensing Officer III</i>
	4. Applicants will then secure the signatories required on the Special permit.		1 day	<i>Applicants</i>
II. Applicants will then RETURN the FULLY PAID AND ACCOMPLISHED Special Permit Form.	5. The office then submits the documents to the City Mayor's Office for the signature of the City Mayor or his representative.		2 days	<i>Licensing Officer III</i>
III. Applicants then CLAIM their Special Permit.	6. Once the Special Permit is signed, it is then released to the applicant within three (3) days from receipt.		2 hours	
			3 Days after submission	<i>Licensing Officer III</i>
	TOTAL:	c/o CTO	6 days and 6 hours	