

LICENSING DIVISION

Securing Business License and Mayor's Permit

ABOUT THE SERVICE:

All enterprises within the territorial jurisdiction of Pilar are required to secure Business License and Mayor's Permit and pay business taxes prior to commercial operation.

For existing businesses/enterprises, the license must be renewed on or before January 20 of every year. **Penalties** and **surcharges** are imposed after the period aforementioned.

Business taxes for **newly started business** are computed based on its capitalization while business taxes for those applying for renewal are computed based on their gross receipts/sales.

It takes a maximum of 2 days to process **new** applications which includes the required inspections and clearances from various offices and government agencies.

Renewal of license may take 30 minutes to 1½ hours depending on the results of verification made by the Licensing Division. Verification determines whether an applicant still has to secure clearances from various offices (building, zoning, fire, and/or sanitary). Processing of licenses for these applicants will take approximately 1½ hours.

REQUIREMENTS:

1. Barangay Clearance
2. Community Tax Certificate
3. DTI or SEC Registration
4. Medical Certificate (for food handlers and Guest Relation Officers)
5. Environment Compliance Certificate (for newly constructed business and poultry/piggery owners)
6. Certificate of Bacteriologist (for water refilling stations)
7. 1 pc. Picture (1x1)
8. Income Statement (for renewal of license/permit)
9. Sanitary Permit
10. Fire Inspection Permit

FEES:

Please refer to the Municipal Revenue Code.

HOW TO AVAIL OF THE SERVICE:

<u>FOLLOW THESE STEPS</u>	<u>IT WILL TAKE YOU</u>	<u>PLEASE APPROACH</u>
----------------------------------	--------------------------------	-------------------------------

1. Secure and fill-up application form (New and renewal).	15 minutes	RAMIL B. SANTUYO License Inspector
2. Proceed to cashier for payment and mandatory agencies such as Bureau of Fire Protection and Health Sanitation.	15 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
3. Claim Mayor's Permit	10 minutes	ALFREDO A. MUÑOZ, Jr. Clerk

Retiring a Business License

ABOUT THE SERVICE:

Enterprises that have closed or ceased to exist, or whose ownership has changed, must inform and surrender the required documents with the Licensing Division.

This should be done to update the municipal government's records and to avoid accumulation of taxes and penalties.

REQUIREMENTS:

1. Previous Business License and Mayor's Permit
2. Barangay Certification for Closure of Business
3. Affidavit of Closure (duly notarized)
4. Pay Retirement Fee and unsettled tax obligation (if so)

FEES: None

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Inform the Licensing Inspector and surrender the required documents.	3 minutes	RAMIL B. SANTUYO License Inspector
2. Receive the documents and record the closure of business on the appropriate logbook.	3 minutes	

Securing Special Permit on All Advertising and Promotional Activities

ABOUT THE SERVICE

Promotion and advertisement of group, corporation and other entities using billboards, streamers, posters, tarpaulin and other similar materials need to apply permit from the Mayor's Office before posting or installing the material.

REQUIREMENTS

- Application Form
- Advertising and Promotional Materials (Posters, Streamers, etc.)

FEES

- Posting/Hanging of Streamers/Posters P200.00/week

APPLICATION PROCESS

FOLLOW THESE STEPS	MAXIMUM TIME	PLEASE APPROACH
1. Request for service and assessment of fees Client must fill up application and present the streamers/posters to the Licensing officer. Licensing Officer assesses fees to be paid and advises the client to proceed to the Municipal Treasurer's Office for payment.	3 minutes	ALFREDO A. MUÑOZ, Jr. Clerk
	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)

FOLLOW THESE STEPS	MAXIMUM TIME	PLEASE APPROACH
<p>2. Issuance of Special Permit</p> <p>Client presents the Official Receipt and returns the application form.</p> <p>Licensing Officer records the OR Number, stamps the application form, and secures the original copy as file and sign the posters, streamers, etc.</p> <p>NOTE: <i>The application form stamped with 'PAID' serves as the special permit.</i></p>	5 minutes	RAMIL B. SANTUYO License Inspector

Securing Special Permit to Conduct Motorcade, Parade, Procession, Circus, Group Activities (Conferences, Meetings, Rallies/Demonstrations, Dances, Coronation and Ball, Promotional Sales, Other Group Activities), Concerts, and Fund-Raising Activities

ABOUT THE SERVICE

Corporations, groups/organizations, and other entities that wish to stage a motorcade, parade, procession, concerts, or fund-raising activities around or within the municipality are required to get a permit from the Municipal Mayor prior to the scheduled activity. This ensures coordination and orderly traffic management during the activity.

Application for special permit must be made 1 week prior to the conduct of such activities.

REQUIREMENTS

- Application Form

FEES

- Motorcade/Parade/Procession/Circus P100.00/day
- Group Activities/Concerts/Fund-Raising Activities P500.00/day

APPLICATION PROCESS

FOLLOW THESE STEPS	MAXIMUM TIME	PLEASE APPROACH
<p>1. Request for service</p> <p>Approach the BPLO-Frontliner and request for application form.</p> <p>Client fills-up application and submits it to Licensing officer.</p>	5 minutes	ALFREDO A. MUÑOZ, Jr. Clerk
<p>2. Assessment of Fees</p> <p>Licensing Officer assesses fees to be paid/advises the client to proceed to the Municipal Treasurer's Office for payment.</p>	3 minutes	ALFREDO A. MUÑOZ, Jr. Clerk
<p>3. Payment of Fees</p> <p>Client presents the application and secures Official Receipt.</p>	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
<p>4. Issuance of Special Permit</p> <p>Client presents the Official Receipt and returns the application form for the issuance of special permit.</p> <p>NOTE: <i>The application form stamped with 'PAID' serves as the special permit.</i></p>	10 minutes	ALFREDO A. MUÑOZ, Jr. Clerk