



BUSINESS PERMITS & LICENSING OFFICE

External Services



1.Issuance of Business Permit (New)

A business permit is issued to qualified individuals/partnership or corporations who wish to establish business in the Municipality of Santol

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	All Business Owner/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ One (1) original copy of Filled-up unified form (capitalization included)		Business Permits and Licensing Office (BPLO)		
➤ One (1) photocopy of Barangay and/or Business Clearance		Municipal Treasury Office (MTO)		
➤ One (1) photocopy of SEC/DTI/CDA Registration		SEC/DTI/CDA		
➤ One (1) photocopy of Building Permit		Municipal Engineering Office (MEO)		
➤ One (1) original copy of Sanitary/Health Certificate		Municipal Health Office (MHO)		
➤ 1 pc. 2x2 ID Picture (latest)				
➤ One (1) photocopy Contract of lease (if lessee)		Municipal Treasury Office (MTO)		
➤ One (1) photocopy Fire Safety Inspection Certificate (FSIC)		Bureau of Fire Protection (BFP)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Registration	1.Receive and assess requirements	1.Business Tax (depending on Capitalization see Table 1) 2. Mayor's Permit (depending on location/barangay and line of business see table 2) 3. Garbage Fee = 80.00 4. Sanitary Inspection Fee = 112.50 5. Sign Permit Fee = 45.00 6. Sticker =75.00	10 minutes	Administrative Aide / Business Permits & Licensing Office



2.Assessment and Payment	2.Assess Payment/ Receive Payment	None	10 minutes	<i>Business Permits & Licensing Officer Business Permits & Licensing Office Revenue Collection / Municipal Treasurer's Office</i>
3.Issuance/Release	3.Issue Permit Release Permit	None	5 minutes	<i>Administrative Aide / Municipal Mayor's Office Administrative Aide / Business Permits & Licensing Office</i>
	TOTAL		25 minutes	

❖ *Provided that the Municipal Mayor is within the Office and available for signature, if not, the applicant is requested to give a contact number.*

Table 1.

Gross Sales/Receipts For the Preceding Calendar Year:		Amount of Tax Per Annum
Less than P10,000.00		P 214.50
P10,000.00 or more but less than 15,000.00	15,000.00	286.00
15,000.00 or more but less than 20,000.00	20,000.00	392.60
20,000.00 or more but less than 30,000.00	30,000.00	572.00
30,000.00 or more but less than 40,000.00	40,000.00	858.00
40,000.00 or more but less than 50,000.00	50,000.00	1,072.50
50,000.00 or more but less than 75,000.00	75,000.00	1,716.00
75,000.00 or more but less than 100,000.00	100,000.00	2,145.00
100,000.00 or more but less than 150,000.00	150,000.00	2,860.00
150,000.00 or more but less than 200,000.00	200,000.00	3,575.00
200,000.00 or more but less than 300,000.00	300,000.00	5,005.00
300,000.00 or more but less than 500,000.00	500,000.00	7,150.00
500,000.00 or more but less than 750,000.00	750,000.00	10,400.00
750,000.00 or more but less than 1,000,000.00	1,000,000.00	13,000.00
1,000,000.00 or more but less than 2,000,000.00	2,000,000.00	17,875.00
2,000,000.00 or more but less than 3,000,000.00	3,000,000.00	21,450.00
3,000,000.00 or more but less than 4,000,000.00	4,000,000.00	25,740.00
4,000,000.00 or more but less than 5,000,000.00	5,000,000.00	30,030.00
5,000,000.00 or more but less than 6,500,000.00	6,500,000.00	31,687.50
Over 6,500,000.00		48.75%



Table 2.

Mayor's Permit – depending on the location	
•	Occupant of market/public stalls – PHP 400.00
•	Poblacion area outside public market and Barangay Corro-oy – PHP 400.00
•	Barangays outside Poblacion:
➤	Lowland (Paagan, Lettac Norte, Mangaan) – PHP 250.00
➤	Upland Barangays – PHP 200.00



2.Issuance of Business Permit (Renewal)

A business permit is issued to qualified individuals/partnership or corporations who wish to establish business in the Municipality of Santol

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	All Business Owner/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ One (1) original copy of Filled-up unified form (gross income included)		Business Permits and Licensing Office (BPLO)		
➤ One (1) photocopy of Barangay and/or Business Clearance(1photocopy)		Municipal Treasury Office (MTO)		
➤ One (1) photocopy of Annual Inspection Certificate		Municipal Engineering Office (MEO)		
➤ One (1) original copy of Sanitary/Health Certificate		Municipal Health Office (MHO)		
➤ One (1) photocopy of OR of Rental Payment (if lessee)		Municipal Treasury Office (MTO)		
➤ One (1) photocopy of Fire Safety Inspection Certificate (FSIC)		Bureau of Fire Protection (BFP)		
➤ One (1) original copy of Last Year's Mayor's Permit				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Registration	1.Receive and assess requirements	1. Business Tax (depending on Gross Income see Table 1) 2. Mayor's Permit (depending on location/barangay and line of business see table 2) 3. Garbage Fee = PHP 80.00 4. Sanitary Inspection Fee = PHP 112.50 5. Sign Permit Fee = PHP 45.00	10 minutes	<i>Administrative Aide /</i> Business Permits & Licensing Office



		6. Sticker =PHP 75.00		
2.Assessment and Payment	2.Assess Payment/ Receive Payment	None	10 minutes	<i>Business Permits & Licensing Officer Business Permits & Licensing Office And Revenue Collection / Municipal Treasurer's Office</i>
3.Issuance/Release	3.Issue Permit Release Permit	None	5 minutes	<i>Administrative Aide / Municipal Mayor's Office And Administrative Aide / Business Permits & Licensing Office</i>
	TOTAL		25 minutes	

❖ *Provided that the Municipal Mayor is within the Office and available for signature, if not, the applicant is requested to give a contact number.*

Table 1.

Gross Sales/Receipts For the Preceding Calendar Year:		Amount of Tax Per Annum
Less than P10,000.00		P 214.50
P10,000.00 or more but less than	15,000.00	286.00
15,000.00 or more but less than	20,000.00	392.60
20,000.00 or more but less than	30,000.00	572.00
30,000.00 or more but less than	40,000.00	858.00
40,000.00 or more but less than	50,000.00	1,072.50
50,000.00 or more but less than	75,000.00	1,716.00
75,000.00 or more but less than	100,000.00	2,145.00
100,000.00 or more but less than	150,000.00	2,860.00
150,000.00 or more but less than	200,000.00	3,575.00
200,000.00 or more but less than	300,000.00	5,005.00
300,000.00 or more but less than	500,000.00	7,150.00
500,000.00 or more but less than	750,000.00	10,400.00
750,000.00 or more but less than	1,000,000.00	13,000.00
1,000,000.00 or more but less than	2,000,000.00	17,875.00
2,000,000.00 or more but less than	3,000,000.00	21,450.00
3,000,000.00 or more but less than	4,000,000.00	25,740.00
4,000,000.00 or more but less than	5,000,000.00	30,030.00
5,000,000.00 or more but less than	6,500,000.00	31,687.50
Over 6,500,000.00		48.75%



Table 2.

Mayor's Permit – depending on the location	
•	Occupant of market/public stalls – PHP 400.00
•	Poblacion area outside public market and Barangay Corro-oy – PHP 400.00
•	Barangays outside Poblacion:
➤	Lowland (Paagan, Lettac Norte, Mangaan) – PHP 250.00
➤	Upland Barangays – PHP 200.00



3.Issuance of Business Permit (Motorized Tricycle)

A business permit is issued to qualified individuals/partnership or corporations who wish to operate motorized tricycle in the Municipality of Santol

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	All Motorized Tricycle Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ One (1) original copy of Filled-up application form		Business Permits and Licensing Office (BPLO)		
➤ One (1) photocopy of Barangay and/or Business Clearance		Municipal Treasury Office (MTO)		
➤ One (1) photocopy of Community Tax Certificate		Municipal Treasury Office (MTO)		
➤ 1 pc. 2x2 latest ID picture (new only)				
➤ One (1) original copy of Clearance from Association		Association President's Office		
➤ One (1) photocopy of Work Permit		Business Permits and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Registration	1.Receive and assess requirements	1. Mayor's Permit=PHP 225.00 2. MT Tax = PHP165.00 3. Annual Franchise Fee = PHP 300.00 4. Filling Fee = PHP 75.00 5. Parking Fee = PHP 360.00 6. Cost of Sticker = PHP 75.00 7. Garbage Fee = PHP 150.00 8. Fare Adjustment Fee = PHP 25.00 9. Other Charges	10 minutes	<i>Administrative Aide / Business Permits & Licensing Office</i>



		(Cert./Conf.) = PHP 30.00		
2.Assessment and Payment	2.Assess Payment/ Receive Payment	None	10 minutes	<i>Business Permits & Licensing Officer Business Permits & Licensing Office And Revenue Collection / Municipal Treasurer's Office</i>
3.Issuance/Release	3.Issue Permit Release Permit	None	5 minutes	<i>Administrative Aide / Municipal Mayor's Office And Administrative Aide / Business Permits & Licensing Office</i>
	TOTAL	PHP 1,405.00	25 minutes	

- ❖ *Provided that the Municipal Mayor is within the Office and available for signature, if not, the applicant is requested to give a contact number.*



4.Issuance of Business Permit (Public Utility Jeepney)

A business permit is issued to qualified individuals/partnership or corporations who wish to operate PUJ in the Municipality of Santol

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	All Public Utility Jeepney Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ One (1) original copy of Filled-up application form		Business Permits and Licensing Office (BPLO)		
➤ One (1) photocopy of Barangay and/or Business Clearance		Municipal Treasury Office (MTO)		
➤ One (1) photocopy of Community Tax Certificate		Municipal Treasury Office (MTO)		
➤ 1pc. 2x2 latest ID picture (new only)				
➤ One (1) photocopy of Bureau of Internal Revenue Clearance		Bureau of Internal Revenue Office		
➤ One (1) photocopy of Work Permit		Business Permits and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Registration	1.Receive and assess requirements	1. Mayor's Permit=PHP 450.00 2. Business Tax = PHP 165.00 3. Filling Fee = PHP 75.00 4. Parking Fee = PHP 600.00 5. Cost of Sticker = PHP 75.00 6. Garbage Fee = PHP 300.00	10 minutes	<i>Administrative Aide / Business Permits & Licensing Office</i>
2.Assessment and Payment	2.Assess Payment/ Receive Payment	None	10 minutes	<i>Business Permits & Licensing Officer Business Permits & Licensing Office And Revenue Collection / Municipal Treasurer's Office</i>
3.Issuance/Release	3.Issue Permit Release Permit	None	5 minutes	<i>Administrative Aide /</i>



				Municipal Mayor's Office And Administrative Aide / Business Permits & Licensing Office
	TOTAL	PHP 1,665.00	25 minutes	

- ❖ *Provided that the Municipal Mayor is within the Office and available for signature, if not, the applicant is requested to give a contact number.*



4.Issuance of Work Permit

Permit issued to individuals who shall be practicing occupation (that does not require government examination, board exam or civil service examination) within the municipality.

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Every person who shall be engaged in the practice of occupation, whether permanent or temporary, within the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Filled-up application form (1 original)		Business Permits and Licensing Office (BPLO)		
➤ One (1) photocopy of Birth Certificate (authenticated from the municipality of origin)		Municipal Registry Office (MCR)		
➤ One (1) photocopy of Local Police Clearance		Philippine National Police (PNP)		
➤ 1 pc. 2x2 latest ID picture (new only)				
➤ One (1) photocopy Annual Health Certificate		Municipal Health Office (MHO)		
➤ One (1) photocopy Dole Clearance for minor		Department of Labor and Employment (DOLE)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Registration	1.Receive and assess requirements	Fee- PHP 150.00	5 minutes	<i>Administrative Aide / Business Permits & Licensing Office</i>
2.Assessment and Payment	2.Assess Payment/ Receive Payment	None	5 minutes	<i>Business Permits & Licensing Officer Business Permits & Licensing Office And Revenue Collection / Municipal Treasurer's Office</i>
3.Issuance/Release	3.Issue Permit Release Permit	None	5 minutes	<i>Administrative Aide / Municipal Mayor's Office And Administrative Aide / Business Permits & Licensing Office</i>
TOTAL		PHP 150.00	15 minutes	

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5. Issuance of Agricultural Machinery Permit

An agricultural machinery permit is issued to qualified individuals for each agricultural machinery, renting out the said equipment in the Municipality of Santol.

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	All Agricultural Machinery Owner/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ One (1) original copy of Filled-up unified form		Business Permits and Licensing Office (BPLO)		
➤ One (1) photocopy of Barangay Clearance		Municipal Treasury Office (MTO)		
➤ One (1) photocopy of Community Tax Certificate		Municipal Treasury Office (MTO)		
➤ One (1) original copy of Last Year's Mayor's Permit				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Registration	1.Receive and assess requirements	1. Mechanical Rice thresher = PHP 150.00 2. Corn Sheller = PHP 150.00 3. Hand tractor= PHP 225.00 4. Large Tractor = PHP 450.00 5. Operators of Kuliglig 5.1. With trailer = PHP 225.00 5.2. Without trailer = PHP 150.00 6. Chainsaw =PHP 300.00 7. Shallow Tube well or water pumps=PHP 450.00	10 minutes	<i>Administrative Aide / Business Permits & Licensing Office</i>



		8. Other agricultural machinery or heavy equipment not enumerated above = PHP 300.00		
2.Assessment and Payment	2.Assess Payment/ Receive Payment	None	10 minutes	<i>Business Permits & Licensing Officer Business Permits & Licensing Office And Revenue Collection / Municipal Treasurer's Office</i>
3.Issuance/Release	3.Issue Permit Release Permit	None	5 minutes	<i>Administrative Aide / Municipal Mayor's Office And Administrative Aide / Business Permits & Licensing Office</i>
	TOTAL		25 minutes	

- ❖ *Provided that the Municipal Mayor is within the Office and available for signature, if not, the applicant is requested to give a contact number.*



5. Issuance of Provisional Authority for MCH Service (Franchise)

A Provisional Authority for MCH Service (Franchise) is issued to qualified individuals who has a motorized tricycle operating within the Municipality of Santol

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	All Motorized Tricycle Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ One (1) original copy of Last provisional authority for MCH service		Business Permits and Licensing Office (BPLO)		
➤ One (1) photocopy of OR/CR		Owner (from Land Transportation Office)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Registration	1.Receive and assess requirements	PHP 150.00	10 minutes	<i>Administrative Aide / Business Permits & Licensing Office</i>
2.Assessment and Payment	2.Assess Payment/ Receive Payment	None	10 minutes	<i>Business Permits & Licensing Officer Business Permits & Licensing Office And Revenue Collection / Municipal Treasurer's Office</i>
3.Issuance/Release	3.Issue Permit Release Permit	None	5 minutes	<i>Administrative Aide / Municipal Mayor's Office And Administrative Aide / Business Permits & Licensing Office</i>
TOTAL			25 minutes	

❖ *Provided that the Municipal Mayor is within the Office and available for signature, if not, the applicant is requested to give a contact number.*



5. Issuance of Dropping Certificate

A dropping certificate is issued to any person natural or juridical, subject to tax under Ordinance No. 2016-128 upon the termination of the business within the Municipality of Santol

Office or Division:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Any person who surrender their business			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ One (1) original copy of Last Mayor Permit		Business Permits and Licensing Office (BPLO)		
➤ One (1) original copy of Dropping Certificate from the Barangay		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Registration	1.Receive and assess requirements	1 Dropping Fee = PHP 45.00 2. Business Tax (depending on the gross sales)	10 minutes	<i>Administrative Aide I</i> Business Permits & Licensing Office
2.Assessment and Payment	2.Assess Payment/ Receive Payment	None	10 minutes	<i>Business Permits & Licensing Officer</i> Business Permits & Licensing Office And <i>Revenue Collection I</i> Municipal Treasurer's Office
3.Issuance/Release	3.Issue Permit Release Permit	None	5 minutes	<i>Administrative Aide I</i> Municipal Mayor's Office And <i>Administrative Aide I</i> Business Permits & Licensing Office
TOTAL			25 minutes	

❖ *Provided that the Municipal Mayor is within the Office and available for signature, if not, the applicant is requested to give a contact number.*