

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			
Who may avail:	All Business Owner/			
CHECKLIST OF RE			HERE TO SEC	
One (1) original copy of Filled-up unified form (capitalization included)		Business Permit	s and Licensin	g Office (BPLO)
One (1) photocopy of Business Clearance	Barangay and/or	Municipal Treas	ury Office (MT0	(O
One (1) photocopy of Registration	SEC/DTI/CDA	SEC/DTI/CDA		
> One (1) photocopy of	Building Permit	Municipal Engine	eering Office (N	MEO)
 One (1) original copy Certificate 		Municipal Health		,
> 1 pc. 2x2 ID Picture (latest)			
One (1) photocopy Collessee)	ontract of lease (if	Municipal Treas	ury Office (MTC	D)
One (1) photocopy Fi Certificate (FSIC)	re Safety Inspection	Bureau of Fire P	rotection (BFP)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BO PAID	PROCESSI NG 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/baran gay 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 I Business Permits & Licensing Office



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

Table 1.

Gross Sales/Receipts For the Preceding Calendar Year:		Amount of Tax Per Annum
To the recounty calculation		1 01 7 111114111
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



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			
Who may avail:	All Business Owner/s			
CHECKLIST OF R			WHERE TO SEC	
➤ One (1) original cop	•	Business Permit	s and Licensin	g Office (BPLO)
form (gross income			000 017	<u>, </u>
> One (1) photocopy (Municipal Treas	ury Office (MTC))
Business Clearance ➤ One (1) photocopy of		Municipal Engine	ooring Office (N	/EO\
Certificate	or Armuar mspection	Municipal Engine	eening Onice (i	vico)
 One (1) original cop Certificate 	y of Sanitary/Health	Municipal Health	Office (MHO)	
> One (1) photocopy of	of OR of Rental	Municipal Treas	ury Office (MT)))
Payment (if lessee)	on on inclial	iviumoipai measi	dry Office (MTC	<i>)</i>
➤ One (1) photocopy of	of Fire Safety	Bureau of Fire P	rotection (BFP)
Inspection Certificat	e (FSIC)		·	•
➤ One (1) original cop	y of Last Year's			
Mayor's Permit				
CLIENT STEPS	AGENCY	FEES TO BO	PROCESSI	PERSON
	ACTIONS	PAID	NG TIME	RESPONSIBLE
1 Pogistration	1 Pagaiya and	1 Pusiness	10 minutes	Administrativo Aido I
1.Registration	1.Receive and	1. Business	10 minutes	Administrative Aide I
1.Registration	assess	Tax	10 minutes	Business Permits &
1.Registration		Tax (depending on	10 minutes	
1.Registration	assess	Tax (depending on Gross Income	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1)	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's Permit	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's Permit (depending on	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's Permit (depending on location/baran	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's Permit (depending on location/baran gay and line of	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's Permit (depending on location/baran gay and line of business see	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's Permit (depending on location/baran gay and line of business see table 2)	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's Permit (depending on location/baran gay and line of business see	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's Permit (depending on location/baran gay and line of business see table 2) 3. Garbage	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's Permit (depending on location/baran gay and line of business see table 2) 3. Garbage Fee = PHP	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's Permit (depending on location/baran gay and line of business see table 2) 3. Garbage Fee = PHP 80.00 4. Sanitary Inspection Fee	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's Permit (depending on location/baran gay and line of business see table 2) 3. Garbage Fee = PHP 80.00 4. Sanitary	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's Permit (depending on location/baran gay and line of business see table 2) 3. Garbage Fee = PHP 80.00 4. Sanitary Inspection Fee = PHP 112.50 5. Sign Permit	10 minutes	Business Permits &
1.Registration	assess	Tax (depending on Gross Income see Table 1) 2. Mayor's Permit (depending on location/baran gay and line of business see table 2) 3. Garbage Fee = PHP 80.00 4. Sanitary Inspection Fee = PHP 112.50	10 minutes	Business Permits &



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

Table 1.

Gross Sales/Receipts For the Preceding Calendar Year:		Amount of Tax Per Annum
Less than P10,000.00 P10,000.00 or more but less than 15,000.00 or more but less than 20,000.00 or more but less than 30,000.00 or more but less than 40,000.00 or more but less than 50,000.00 or more but less than 50,000.00 or more but less than 75,000.00 or more but less than	15,000.00 20,000.00 30,000.00 40,000.00 50,000.00 75,000.00	Per Annum P 214.50 286.00 392.60 572.00 858.00 1,072.50 1,716.00 2,145.00
100,000.00 or more but less than 150,000.00 or more but less than 200,000.00 or more but less than 300,000.00 or more but less than 500,000.00 or more but less than 750,000.00 or more but less than 1,000,000.00 or more but less than 2,000,000.00 or more but less than 3,000,000.00 or more but less than 4,000,000.00 or more but less than 5,000,000.00 or more but less than 5,000,000.00 or more but less than 0ver 6,500,000.00	150,000.00 200,000.00 300,000.00 500,000.00 750,000.00 1,000,000.00 2,000,000.00 3,000,000.00 4,000,000.00 5,000,000.00 6,500,000.00	2,860.00 3,575.00 5,005.00 7,150.00 10,400.00 13,000.00 17,875.00 21,450.00 25,740.00 30,030.00 31,687.50 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 ar	nd Licensing Office	е	
Classification:	Simple			
Type of Transaction:	G2B-Government to	Business		
Who may avail:	All Motorized Tricycl	e Operator		
CHECKLIST OF R	REQUIREMENTS	W	HERE TO SEC	CURE
One (1) original copy	y of Filled-up	Business Permit	s and Licensin	g Office (BPLO)
application form				
➤ One (1) photocopy of		Municipal Treas	ury Office (MT0	O)
Business Clearance				
➤ One (1) photocopy of	of Community Tax	Municipal Treas	ury Office (MT0	O)
Certificate				
> 1 pc. 2x2 latest ID p				
One (1) original copy	y of Clearance from	Association Pres	sident's Office	
Association	····			
One (1) photocopy of		Business Permit	· ·	~
CLIENT STEPS	AGENCY	FEES TO BO	PROCESSI	PERSON
	ACTIONS	PAID	NG TIME	RESPONSIBLE
1.Registration	1.Receive and	1. Mayor's	10 minutes	Administrative Aide I Business Permits &
	assess	Permit=PHP		Licensing Office
	requirements	225.00		Licensing Office
		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		



		(Cert./Conf.) = PHP 30.00		
2.Assessment and Payment	2.Assess Payment/ Receive Payment	None	10 minutes	Business Permits & Licensing Officer Business Permits & Licensing Office And Revenue Collection I Municipal Treasurer's Office
3.Issuance/Release	3.Issue Permit Release Permit	None	5 minutes	Administrative Aide I Municipal Mayor's Office And Administrative Aide I Business Permits & Licensing Office
	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:	U U U U U U U U U U U U U U U U U U U			
Classification:	Simple			
Type of Transaction:				
Who may avail:	All Public Utility Jee			
CHECKLIST OF REQUIREMENTS			HERE TO SE	
One (1) original co- application form		Business Permit	s and Licensin	g Office (BPLO)
One (1) photocopyBusiness Clearance	of Barangay and/or e	Municipal Treasury Office (MTO)		
One (1) photocopy Certificate	of Community Tax	Municipal Treas	ury Office (MT0	O)
> 1pc. 2x2 latest ID p	picture (new only)			
	of Bureau of Internal	Bureau of Intern	al Revenue Of	fice
One (1) photocopy	of Work Permit	Business Permit	s and Licensin	g Office
CLIENT STEPS	AGENCY	FEES TO BO	PROCESSI	PERSON
	ACTIONS	PAID	NG TIME	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	Administrative Aide I Business Permits & Licensing Office
2.Assessment and Payment	2.Assess Payment/ Receive Payment	None	10 minutes	Business Permits & Licensing Officer Business Permits & Licensing Office And Revenue Collection I Municipal Treasurer's Office
3.Issuance/Release	3.Issue Permit Release Permit	None	5 minutes	Administrative Aide I



			Municipal Mayor's
			Office
			And
			Administrative Aide I
			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			
Who may avail:	Every person who sl	hall be engaged in	n the practice o	of occupation,
	whether permanent	or temporary, with	nin the Municip	ality
CHECKLIST OF R	EQUIREMENTS	W	HERE TO SE	CURE
Filled-up application	form (1 original)	Business Permit	s and Licensin	g Office (BPLO)
One (1) photocopy of (authenticated from origin)		Municipal Regis	try Office (MCF	₹)
One (1) photocopy of Clearance		Philippine Nation	nal Police (PNF	P)
> 1 pc. 2x2 latest ID p				
One (1) photocopy A Certificate		Municipal Health	. ,	
One (1) photocopy [Oole Clearance for	Department of L	abor and Empl	oyment (DOLE)
minor				
CLIENT STEPS	AGENCY	FEES TO BO	PROCESSI	PERSON
	ACTIONS	PAID	NG TIME	RESPONSIBLE
1.Registration	1.Receive and	Fee- PHP	h miniton	
			5 minutes	Administrative Aide I
	assess	150.00	5 minutes	Business Permits &
	assess requirements	150.00		Business Permits & Licensing Office
2.Assessment and Payment	assess		5 minutes	Business Permits &
	assess requirements 2.Assess Payment/	150.00		Business Permits & Licensing Office Business Permits & Licensing Officer Business Permits & Licensing Office And Revenue Collection I Municipal

[❖] 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 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	<u> </u>		
Type of Transaction:	G2B-Government to I	Business		
Who may avail:	All Agricultural Machi	nery Owner/s		
CHECKLIST OF R			VHERE TO SEC	
One (1) original co form	py of Filled-up unified	Business Permits and Licensing Office (BPLO)		
One (1) photocopyClearance	of Barangay	Municipal Treas	ury Office (MT0	O)
One (1) photocopy Certificate	of Community Tax	Municipal Treas	ury Office (MT0	O)
One (1) original co Mayor's Permit	py of Last Year's			
CLIENT STEPS	AGENCY	FEES TO BO	PROCESSI	PERSON
	ACTIONS	PAID	NG TIME	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	Administrative Aide I Business Permits & Licensing Office



		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	Business Permits & Licensing Officer Business Permits & Licensing Office And Revenue Collection I Municipal Treasurer's Office
3.Issuance/Release	3.Issue Permit Release Permit	None	5 minutes	Administrative Aide I Municipal Mayor's Office And Administrative Aide 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.



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 F	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 BO PAID	PROCESSI NG TIME	PERSON RESPONSIBLE	
1.Registration	1.Receive and assess requirements	PHP 150.00	10 minutes	Administrative Aide I Business Permits & Licensing Office	
2.Assessment and Payment	2.Assess Payment/ Receive Payment	None	10 minutes	Business Permits & Licensing Officer Business Permits & Licensing Office And Revenue Collection I Municipal Treasurer's Office	
3.Issuance/Release	3.Issue Permit Release Permit	None	5 minutes	Administrative Aide I Municipal Mayor's Office And Administrative Aide 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.



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 BO PAID	PROCESSI NG 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	Administrative Aide I Business Permits & Licensing Office		
2.Assessment and Payment	2.Assess Payment/ Receive Payment	None	10 minutes	Business Permits & Licensing Officer Business Permits & Licensing Office And Revenue Collection I Municipal Treasurer's Office		
3.Issuance/Release	3.Issue Permit Release Permit	None	5 minutes	Administrative Aide I Municipal Mayor's Office And Administrative Aide 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.