**APPLICATION FOR MAYOR’S PERMIT TO OPERATE A TRICYCLE**

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Control No. : 2021-T\_\_\_\_\_

Body No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chassis No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Motor No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Route of Operation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plate No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Operator : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Driver : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Signature ofApplicant/Representative

**CEDULA No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICATION PROCEDURE:**

( ) **NEW** ( ) **RENEW**

**REQUIREMENT CHECKLIST:**

\_\_\_\_Cedula

\_\_\_\_Last Year’s Mayor’s Permit

\_\_\_\_Barangay Clearance and/ or

Business Clearance

\_\_\_\_Clearance from Association

\_\_\_\_ (1pc.)2x2 latest ID Picture

\_\_\_\_\_Work Permit

**Additional Requirements for Santol Residents**:

\_\_\_\_HDMF (Pag-ibig) Clearance

**ASSESSMENT AND COLLECTION** (For MTO Use Only)

Mayor’s Permit Fee P 225.00

MT Tax 165.00

Annual Franchise Fee \_\_\_\_\_\_\_

Filing Fee 75.00

Parking Fee

Cost of Sticker 75.00

Garbage Fee 150.00

Fare Adjustment Fee 25.00

Surcharge \_\_\_\_\_\_\_\_

Other Charges (CERT. /CONF.) 30.00

**TOTAL** **P\_\_\_\_\_\_\_\_**

**Assessed by: \_\_\_\_\_\_\_\_\_\_\_\_ Collected by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**O.R. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERMIT NO**.\_\_\_\_\_\_\_\_\_\_\_

**Processed by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STATUS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REMARKS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Flow of Transaction:**

Processing of Business Permit (PLO)

Submit Requirements to PLO

Accomplish Application Form

Assessment & Collection (MTO)

Issuance of Business Permit (PLO)

**APPLICATION FOR RENEWAL OF MAYOR’S PERMIT TO OPERATE A PUJ**

Application Control No. : \_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Make : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motor No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chassis No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Route of Operation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plate No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Operator : *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Signature ofApplicant/Representative

**CTC No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ASSESSMENT AND COLLECTION** (For MTO Use Only)

Mayor’s Permit Fee 450.00

MT TAX 165.00

Parking Fee 600.00

Filing Fee 75.00

Garbage Fee 300.00

Surcharge \_\_\_\_\_\_\_

Cost of Sticker 75.00

Other Charges (\_\_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_

**TOTAL** P\_\_\_\_\_\_\_

**Assessed by: \_\_\_\_\_\_\_\_\_\_\_\_ Collected by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**O.R. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION PROCEDURE:**

( ) **NEW** ( ) **RENEW**

**REQUIREMENT CHECKLIST:**

\_\_\_\_Cedula

\_\_\_\_Last Year’s Mayor’s Permit

\_\_\_\_Barangay Clearance and/ or

Business Clearance

\_\_\_\_BIR Clearance

\_\_\_\_Work Permit

**Additional Requirements for Santol Residents**:

\_\_\_\_HDMF (Pag-ibig) Clearance

**STATUS**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERMIT NO**.\_\_\_\_\_\_\_\_\_\_\_

**Processed by**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REMARKS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Flow of Transaction:**

Processing of Business Permit (PLO)

Submit Requirements to PLO

Accomplish Application Form

Assessment & Collection (MTO)

Issuance of Business Permit (PLO)