**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 Transac**

Processing of Business Permit (PLO)

Submit Requirements to PLO

Accomplish Application Form

Assessment & Collection (MTO)

Issuance of Business Permit (PLO)