



4. Renewal of Business /Mayor's Permit (Online)

It is required for existing businesses operating within the territorial jurisdiction of Ormoc City to renew their permit within the first twenty (20) days of January of the year. Permit and license granted for a period of one (1) year, to take effect on the date of issue and shall expire on the date specified therein but not beyond December 31 of the year it was issued unless revoked or the business has an approved application retirement of business.

Office Or Division:	City Mayors Office - Business Permits and Licensing Office – Business License and Inspectorate Section	
Classification:	Simple Transaction	
Type Of Transaction:	G2B - Government to Business	
Who May Avail:	Any person who has an existing business establishment within the territorial jurisdiction of Ormoc	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Previous Mayor's Permit (Original or 1 photocopy)	Applicant	
2. Proof of annual gross receipts which may include any of the following:		
<ul style="list-style-type: none"> i. Latest Annual Income Tax Return or Quarterly Income Tax Returns/Value Added Tax Returns/ Percentage Tax Returns for four (4) quarters, If the 4th quarter is not yet available, duly notarized sworn declaration of gross sales or receipts If business has several branches, include breakdown of gross sales/receipts per branches 	Bureau of Internal Revenue	



ii. Sworn Declaration of Gross Sales or Receipt (1 original)		Any Notary Public Office		
iii. Audited Financial Statement ("AFS") or Unaudited FS for those who are not required to file AFS with BIR (1 photocopy)		Applicant		
3. One (1) Long Folder		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access www.bploormoc.com input necessary data and necessary documents	1. Review of documents submitted via online and validation of gross sales/receipts, if verified, print one-time assessment of taxes, charges and fees. Otherwise, email client to submit needed documents,	None	1 day	JOEL E. MENDOZA (City Gov't. Asst. Dept Head I) Business Permits and Licensing Office Or Designated staff
	1.1 Email client of assessment of taxes, fees and charges	Variable: based on gross sales/receipts, line of business engaged, number employees and size of business	10 minutes	JOEL E. MENDOZA (City Gov't. Asst. Dept Head I) Business Permits and Licensing Office



2. Payment of taxes and fees at City Treasurers Office or DBP/LBP Bank Deposits	2. Process Payment and Issue Official Receipt	None	15 minutes**	DELIA C. VILBAR (City Treasurer) City Treasurers Office
	2.1 Receive paid assessment and other supporting documents and issue claim slip to client	None	15 minutes	PHILIP MONTALBAN (Admin. Aide I) Business License and Inspectorate Section - Business Permits and Licensing Office
	2.2 Electronic Endorsement of Mayors Permit for Approval		4 hours	DELIA C. VILBAR (City Treasurer) City Treasurers Office JOEL E. MENDOZA (City Gov't. Asst. Dept. Head I) Business Permits and Licensing Office VINCENT L. EMNAS (City Administrator) City Admin Office
	2.3 Print and issue approved Business/Mayors Permit and Brgy. Clearance		30 minutes	LOUIE JAY BURLAS (Admin. Aide I) Business License and Inspectorate Section - Business Permits and Licensing Office – Business Permits and Licensing Office



	2.4 Final Approval of Business/Mayors Permit		1 hour	JOEL E. MENDOZA (City Gov't. Asst. Dept. Head I) Business Permits and Licensing Office
	2.5 Segregate documents as to owner's copy and office file.		20 minutes	LOUIE JAY BURLAS (Admin. Aide I) Business License and Inspectorate Section - Business Permits and Licensing Office – Business Permits and Licensing Office
3. Present Claim Slip to claim Mayors Permit and Business Registration Plate. Sign at Business Mayors Permit Transmittal and Logbook	3. Release Business/Mayors permit and business registration plate		10 minutes	PHILIP MONTALBAN (Admin. Aide I) Business License and Inspectorate Section - Business Permits and Licensing Office
3.1 Accomplish Client Satisfaction and Feedback Form	3.1 Electronic endorsement of approved Business/Mayors Permit for records, monitoring and schedule of inspection		20 minutes** (not a pre-requisite for an issuance of mayors permit but post monitoring for regulatory offices)	BUSINESS REGULATORY OFFICES DR. SARAH HERMOSO (City Health Officer) City Health Department FOR. ROSILYN C. SANCHEZ (OIC – ENRO)



				<p>DELIA C. VILBAR <i>(City Treasurer)</i> <i>City Treasurers Office</i></p> <p>CINSP DARREN P. BACLEA-AN <i>(City Fire Marshal)</i> <i>Bureau of Fire Protection</i></p> <p>ENGR. LUCILLE ARANETA <i>OIC, OBO</i> <i>Office of the Building Official</i></p>
TOTAL		<p>Variable: based on gross sales/receipts, line of business engaged, number employees and size of business</p>	<p>1 day and 7 hours</p> <p>** duration limited to BPLO processes only, actual duration will depend on the processing of concerned offices</p>	



LOCAL BUSINESS TAX

RETAILERS

With gross sales or receipts
for the preceding calendar
year in the amount of :

Rate of Tax
per Annum

P 400,000.00 or less	1%	
more than P 400,000.00	1/2%	(50% of 1%)

WHOLESALEERS/DISTRIBUTORS/DEALERS

On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in
Accordance with the following schedule :

With gross sales or receipts for the
Preceding calendar year in the amount of :

Amount of Tax
per Annum

Less than P 1,000.00		P 22.50
P 1,000.00 or more than but less than	P 2,000.00	45.00
2,000.00 or more than but less than	3,000.00	67.50
3,000.00 or more than but less than	4,000.00	97.50



4,000.00 or more than but less than	5,000.00	135.00
5,000.00 or more than but less than	6,000.00	165.00
6,000.00 or more than but less than	7,000.00	195.00
7,000.00 or more than but less than	8,000.00	225.00
8,000.00 or more than but less than	10,000.00	255.00
10,000.00 or more than but less than	15,000.00	300.00
15,000.00 or more than but less than	20,000.00	375.00
20,000.00 or more than but less than	30,000.00	450.00
30,000.00 or more than but less than	40,000.00	600.00
40,000.00 or more than but less than	50,000.00	900.00
50,000.00 or more than but less than	75,000.00	1,350.00
75,000.00 or more than but less than	100,000.00	1,800.00
100,000.00 or more than but less than	150,000.00	2,550.00
150,000.00 or more than but less than	200,000.00	3,300.00
200,000.00 or more than but less than	300,000.00	4,500.00
300,000.00 or more than but less than	500,000.00	6,000.00
500,000.00 or more than but less than	750,000.00	9,000.00
750,000.00 or more than but less than	1,000,000.00	12,000.00
1,000,000.00 or more than but less than	2,000,000.00	20,000.00
2,000,000.00 or more than at a rate not exceeding fifty-percent (50%) of one percent (1%)		



SERVICE ESTABLISHMENTS

On contractors, and other independent contractors, in accordance with following schedule.

With gross sales or receipts for the Preceding calendar year in the amount of		Amount of Tax per Annum
Less than P 5,000.00		P 37.50
P 5,000.00 or more than but less than	P 10,000.00	84.00
10,000.00 or more than but less than	15,000.00	142.50
15,000.00 or more than but less than	20,000.00	225.00
20,000.00 or more than but less than	30,000.00	375.00
30,000.00 or more than but less than	40,000.00	525.00
40,000.00 or more than but less than	50,000.00	750.00
50,000.00 or more than but less than	75,000.00	1,200.00
75,000.00 or more than but less than	100,000.00	1,800.00
100,000.00 or more than but less than	150,000.00	2,700.00
150,000.00 or more than but less than	200,000.00	3,600.00
200,000.00 or more than but less than	250,000.00	4,950.00



250,000.00 or more than but less than	300,000.00	6,300.00
300,000.00 or more than but less than	400,000.00	8,400.00
400,000.00 or more than but less than	500,000.00	11,250.00
500,000.00 or more than but less than	750,000.00	14,000.00
750,000.00 or more than but less than	1,000,000.00	17,250.00
1,000,000.00 or more than but less than	2,000,000.00	20,000.00
2,000,000.00 or more at the rate not exceeding fifty-percent (50%) of one percent (1%)		

MANUFACTURERS

With gross sales for the preceding calendar year in the amount of:		Amount of Tax per Annum	
Less than P 10,000.00		P	225.00
P	10,000.00 or more but less than	P	300.00
	15,000.00 or more but less than		412.50
	20,000.00 or more but less than		600.00
	30,000.00 or more but less than		900.00



40,000.00 or more but less than	50,000.00	1,125.00
50,000.00 or more but less than	75,000.00	1,800.00
75,000.00 or more but less than	100,000.00	2,250.00
100,000.00 or more but less than	150,000.00	3,000.00
150,000.00 or more but less than	200,000.00	3,750.00
200,000.00 or more but less than	300,000.00	5,250.00
300,000.00 or more but less than	500,000.00	7,500.00
500,000.00 or more but less than	750,000.00	11,250.00
750,000.00 or more but less than	1,000,000.00	15,000.00
1,000,000.00 or more but less than	2,000,000.00	18,750.00
2,000,000.00 or more but less than	3,000,000.00	22,500.00
3,000,000.00 or more but less than	4,000,000.00	27,000.00
5,000,000.00 or more but less than	5,000,000.00	31,500.00
6,000,000.00 or more but less than	6,500,000.00	36,000.00
6,500,000.00 or more at a rate not exceeding thirty-seven & a half percent (37 1/2%) of one percent (1%)		



REGULATORY FEES

Garbage Collection Fee (Tax Ordinance No. 010 series of 2022)	Php. 500.00 – 5,000.00 depending on Business Activity (effective May 2023)
Health Permit Fee (Sanitary Code)	15.00
Sanitary Permit Fee (Sanitary Code)	200.00 / 100.00
Annual Inspection Fee	120.00/240.00/480.00/720.00/1,200.00
Police Fee (Tax Ordinance No. 2 series of 1986)	5.00
Barangay Clearance Fee	Variable: based on approved Brgy. Revenue Code of where the business establishment is located
Health Card (Sanitary Code)	15.00/employee
Laboratory Fee (Sanitary) (Sanitary Code)	20.00/employee
BFP Fire Safety Inspection Fee (National)	15% of all fees charged by the LGU but not less than 500.00
Fire Inspection Fee (Local) (City Ordinance NO. 27 series of 1991)	Variable: based on actual assessment of BFP Inspector

Penalties

If unpaid after the due date payor is required to pay surcharge of twenty-five per cent (25%) of the original amount of fees or charges not paid on time plus interest of two percent (2%) per month.