



2. Issuance of New Business / Mayor's Permit (Online)

Any person, whether natural or juridical is required to secure Business Mayors Permit before engaging in any business, trade or activity within the territorial jurisdiction of the City of Ormoc. The permit issued is valid only until December 31 on the year it was issued and renewable every year thereafter upon payment of applicable taxes, fees and charges.

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, natural or juridical, desiring to engage in any business, trade or activity within the territorial jurisdiction of Ormoc City.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled-out Unified Business Permit Application Form (1 original)		Business Permits and Licensing Office – Business License and Inspectorate Section, Ground Floor, New Ormoc City Hall, Ormoc City
2. Proof of registration: (select only one that is applicable)		
i. Certificate of Business Name Registration for sole proprietor. (1 photocopy)		Department of Trade and Industry (DTI) ORMOC : Ground Floor, New Ormoc City Hall, Aunubing St., Brgy. Cogon, Ormoc City Website : https://bnrs.dti.gov.ph
ii. Certificate of Registration for all kinds of Corporation/OPC/partnerships/Foundation with complete set of Article of Incorporation and By-laws. (1 photocopy)		Securities and Exchange Commission (SEC) CEBU : Englis V. Rama Avenue, Cebu City, 6000 Cebu MANILA : Secretariat Building, PICC Complex, Pasay , Metro Manila , Philippines Website : www.sec.gov.ph



iii. Certificate of Cooperation for Cooperative with complete set of Article of Cooperation and By-laws. (1 photocopy)	Cooperative Development Authority (CDA) TACLOBAN : New Bus Terminal Compound, Tacloban City, Leyte CEBU : 2/F Coop Bank of Cebu Bldg, M. Velez St, Cebu City, Cebu MANILA : 827 Aurora Blvd, Immaculate Conception, Quezon City, 1111 Metro Manila Website : www.cda.gov.ph			
3. Proof of right of applicant to use the location as business address: (select only one that is applicable)	Applicant			
i. If owned, proof of ownership				
Transfer Certificate of Title or Tax Declaration (1 photocopy)				
ii. If not owned by applicant				
Contract of Lease / Memorandum of Agreement / Written consent of property owner (with id of the signatures) (1 photocopy)				
4. Locational Plan or Sketch of Business Location (free hand sketch is acceptable) Two (2) copies	Applicant			
Additional Requirements, as applicable				
✓ Clearances, Permits, Authorizations and Certifications in compliance to certain laws (1 photocopy)	National Government Agencies*			
5. One (1) Long Folder	Applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access http://122.2.23.196/business.php	1. Receive the duly accomplished application form and complete documentary requirements for:	None	30 minutes	ROGER D. MANTO <i>(Admin. Aide I)</i> Business License and Inspectorate Section - Business Permits and Licensing Office



	<p>A. Validation of all the details provided on the Application Form and all documentary requirements submitted</p> <p>B. Verify taxpayers' records in the BPFs whether delinquent or not. If with delinquency, taxpayer is advice to settle the delinquent along with its application.</p>			
	1.1 Endorse application with complete requirements to Office of the Building Official	None	15 minutes**	ENGR. LUCILLE ARANETA OIC, OBO
	1.2 Conduct Ocular Inspection to assess capitalization and determine lines of business to be permitted.	None	2 days (shall be inspected along with others who applied for permit)	LOUIE JAY BURLAS (Admin. Aide I) Business License and Inspectorate Section - Business Permits and Licensing Office
	1.3 Endorse application to Bureau of Fire Protection for Inspection	None	15 minutes**	CINSP DARREN P. BACLEA-AN (City Fire Marshal) Bureau of Fire Protection
	1.4 Encode and upload necessary information.	None	30 minutes	JANICE BOHOLST (Admin. Aide I) Business License and Inspectorate Section - Business Permits and Licensing Office



	1.5 Final review of documents and printing of assessment of taxes, fees and clearances	Variable: based on capital, line of business engaged, number employees and size of business	1 hour	GEMELYN P. HORCA (Licensing Officer III) Business License and Inspectorate Section - Business Permits and Licensing Office
	1.6 Releasing of Assessment to Client for payment	None	10 minutes	ROGER D. MANTO (Admin. Aide I) Business License and Inspectorate Section - Business Permits and Licensing Office
2. Proceed to CTO for Payment to pay assessment	2. Process Payment and Issue Official Receipt	None	5 minutes**	DELIA C. VILBAR (City Treasurer) City Treasurers Office
	2.1 Receive paid assessment and other supporting documents and issue claim slip to client		10 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	None	3 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		5 minutes**	BUSINESS REGULATORY OFFICES



	Business/Mayors Permit for records, monitoring and schedule of inspection			DR. SARAH HERMOSO <i>(City Health Officer)</i> <i>City Health Department</i> FOR. ROSILYN C. SANCHEZ <i>(OIC – ENRO)</i>
TOTAL		Variable: based on capital, line of business engaged, number employees and size of business	3 days ** duration limited to BPLO processes only, actual duration will depend on the processing of concerned offices	



***LIST OF PERMITS/CLEARANCES FROM NATIONAL GOVERNMENT AGENCIES FOR SELECTED SECTORS
(Annex 4 of ARTA-DTI-DILG-DICT JMC No. 2021-001)**

LINE OF BUSINESS	PERMIT/CLEARANCES NEEDED	ISSUING NATIONAL GOVERNMENT AGENCIES
1. All establishments	Fire Safety Inspection Certificate	Local Bureau of Fire Protection (BFP)
2. Animal Facilities	Certificate of Registration	Bureau of Animal Industry
3. Brokers/ Merchants involved in the sale of commodities for future transactions	Future Commodity Merchants/Brokers License	Securities and Exchange Commission (SEC)
4. Cell sites	Refer to ARTA JMC-01-2020	
5. Customs Brokerage Business	License	Customs Brokerage Commission
6. Dealers of Rice and Corn and Wheat	License (depending on the type of activity)	National Food Authority
7. Drugstores	License to Operate	Food and Drug Administration
8. Forwarders	Accreditation for Sea Freight Forwarders	Philippine Shippers Bureau
9. Funeral Homes/Parlors	Training Certificate and license of Undertaker and Embalmer	Department of Health
10. General/Specialty and Engineering Contractor	Contractor's License	Philippine Contractors Accreditation Board
11. Household/Urban Pesticides	- License to Operate Certificate of Product Registration	Food and Drug Administration
12. Lending Institutions	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas
13. LPG Dealer	Application to Supply Natural Gas	Department of Energy



14.	Manning and Crewing Services	License for Recruitment Agency	Philippine Overseas and Employment Agency
15.	Manpower Agencies with paid up capital of at least Php 5,000,000.00	License to Operate a Private Recruitment and Placement Agency	Department of Labor and Employment Regional Office
16.	Medical Devices	License to Operate	Food and Drug Administration
17.	Messengerial and Courier Services		Department of Transportation and Communication
18.	Mining	Permits depend on the activity	Department of Environment and Natural Resources
19.	Pest Control Services	Pest Control License	Fertilizer and Pesticide Authority
20.	Processed Foods	- License to operate - Certificate of Product Registration	Food and Drug Administration
21.	Pre-school, Elementary and High School	Permit to operate	Department of Education (DepEd) Division Office and Regional Board
22.	Real Estate Broker	License	Department of Trade and Industry of Professional Regulatory Board
23.	Rent-a-Car and Transportation Services	Franchise/Certificate of Public Conveyance	Land Transportation Franchising and Regulatory Board
24.	Security Agencies	National License	PSCUCIA (PNP Clearance)
25.	Spa/Massage Clinic	Certificate of Training of Therapist or Masseur/Masseuse	- Department of Health - TESDA
26.	STL (Small Town Lottery)	Permit to Operate	Philippine Charity and Sweepstakes Office
27.	Structure within 10KM radius of Communication – Navigation Surveillance Facilities located off-airport	Height Clearance Permit	Civil Aviation Authority of the Philippines



28. Telecommunications Firm	License to Operate	National Telecommunication Commission
29. Toys and Childcare Articles	- License to Operate - Certificate of Product Registration	Food and Drug Administration
30. Veterinary Products	- License to Operate - Certificate of Product Registration	Food and Drug Administration
31. Video Rental Services	Registration for Optical Media Business	Optical Media Board
32. Pawnshop and Money Service Business	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas

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