

## 2. APPLYING FOR RENEWAL OF BUSINESS PERMIT

Service Information: All business establishments are required to secure business permit and pay their respective business taxes, commensurate regulatory fees and charges before they start their commercial operations. Schedule of business license renewal is from January 1 to 20 of every calendar year unless an extension is granted by the Sangguniang Panlungsod through an ordinance. Penalties and other charges will be levied if they fail to settle the business tax due to them after the specified extension payment period. Renewal is based on the gross sales / income of the previous year. Payments can be made either annually, semi-annually or quarterly. Taxes are due on the 20th day of each quarter.

### Service: FACE TO FACE - OVER THE COUNTER

<b>Office or Division:</b>	<b>BUSINESS PERMITS AND LICENSE OFFICE</b>			
<b>Classification:</b>	<b>SIMPLE TRANSACTION</b>			
<b>Type of Transaction:</b>	<b>GOVERNMENT TO CITIZEN</b>			
<b>Who may avail:</b>	<b>CITIZENS DOING BUSINESS WITHIN THE CITY</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished application form	BPLO			
2. Previous Mayor's Permit to Operate / Previous Official Receipt	Owner			
3. Quarterly VAT / Monthly Percentage Tax / Income Tax Return with BIR received / Financial Statement / Declaration of Sales	BIR Office			
4. Barangay Clearance	Barangay			
5. CENRO ( Environmental Clearance) Sanitary Permit Fire Clearance Locational Clearance	G/F BUSINESS ONE STOP SHOP (BOSS)			
6. Certificate of Occupancy or Certificate of Use and Annual Inspection	G/F Bldg. Official			
7. PESO Certificate	2 <sup>ND</sup> Floor			
8. Cedula	Treasury Office			
9. Others (as required by laws and ordinances)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. Approach the BPLO Public Information Desk for the application form, fill it out and proceed to the BOSS (BUSINESS ONE STOP SHOP). Proceed to the designated counter when	1.a Issue application form and provide information about the services	None	3 mins.	Frontliners
	1.b Provide fees for Locational Clearance, Sanitary Permit, Fire Inspection Fee, CENRO and Brgy. Clearance from the Business One Stop Shop	None	15 mins.	BOSS representatives

called and attach the required documents for business permit assessment.	1.c Review / Assessment of declared gross sales and attached requirements and the Issuance of Tax Order of Payment (requirements provided shall be returned back to the client)	None	10 mins.	Frontliner
Payment of Fees	*Pay the corresponding fees at the Treasury Department or their accredited online gateway payments	Refer to the Tax Code of San Juan City		City Treasury Office
2. Submission of photocopies of the Official Receipt and all the necessary requirements to the BPLO	2.a Validation for the completeness of the requirements	None	3 mins.	Frontliner
Wait for the email / call for the issuance of your business permit thru over the counter or using available courier	2.b Printing of Business Permit	None	3 mins	Frontliner
	2.c Review/ Signing of Business Permit	None	3 mins.	Department Head
*complete requirements must be submitted to BPLO within 30 days from print out to avoid revocation of business permit	2.d Release of Business Permit	None	2 mins	Frontliner

**END OF TRANSACTION TOTAL TIME: 39 MINS.**

**Service: ONLINE TRANSACTION**

<b>Office or Division:</b>	<b>BUSINESS PERMITS AND LICENSING OFFICE</b>
<b>Classification:</b>	<b>SIMPLE TRANSACTION</b>
<b>Type of Transaction:</b>	<b>GOVERNMENT TO CITIZEN</b>
<b>Who may avail:</b>	<b>CITIZEN DOING BUSINESS WITHIN THE CITY</b>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Duly accomplished application form	BPLO (thru website)
1. Previous Mayor's Permit to Operate /	Owner (upload thru website)

Previous Official Receipt	
2. Quarterly VAT / Monthly Percentage Tax / Income Tax Return with BIR received / Financial Statement / Declaration of Sales	BIR Office
3. Barangay Clearance	Barangay
4. CENRO ( Environmental Clearance) Sanitary Permit Fire Clearance Locational Clearance	G/F BUSINESS ONE STOP SHOP (BOSS)
5. Certificate of Occupancy or Certificate of Use and Annual Inspection	G/F Bldg. Official
6. PESO Certificate	2 <sup>ND</sup> Floor
7. Cedula	Treasury Office
8. Others (as required by laws and ordinances)	BPLO office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Accomplish the application form in the website indicated below:</p> <p><a href="https://e-services.sanjuancity.gov.ph">https://e-services.sanjuancity.gov.ph</a></p> <p>Upload the initial documents for assessment:</p> <ul style="list-style-type: none"> <li>- Monthly / Quarterly VAT RETURNS (2551M / 2550Q)</li> <li>- Audited Financial Statements / Comprehensive Income Statement</li> <li>- 2021 Business Permit</li> </ul> <p>Tax Order of Payment will be sent thru email</p> <p>Payment of fees</p>	<p>1.a Review the accomplished application form, answer queries and provide information about the service</p>	None	5 mins	Representative assigned online
	<p>1.b Provide fees for Locational Clearance, Fire Inspection Fee CENRO and Brgy. Clearance from the Business One Stop Shop (BOSS).</p>	None	15 mins	BOSS representative
	<p>1.c Review / Assessment of declared gross sales and attached requirements.</p>	None	10 mins	Frontliner
	<p>1.d Email / call the taxpayers regarding the issuance of their Tax Order of Payment.</p>	None	5mins	Representative assigned online
		Refer to the Tax Code of		

	*Pay the corresponding fees at the Treasury Department or their accredited online gateway payments	San Juan City		City Treasury Office
<p>2. For the print out of business permit, scan all the necessary requirements and email to:</p> <p><a href="mailto:bplosanjuan@gmail.com">bplosanjuan@gmail.com</a></p> <p>Wait for the email / call for the issuance of your business permit thru over the counter or using available courier</p> <p>*complete requirements must be submitted to BPLO within 30 days from print out to avoid revocation of business permit</p>	2.a Validation for the completeness of the requirements	None	5 mins	Representative assigned online
	2.b Printing of Business Permit	None	5 mins	Frontliner
	2.c Review / Signing of Business Permit	None	5 mins	Department Head
<p>3. Issuance of business permit</p> <p>*complete requirements must be submitted to BPLO within 30 days from print out to avoid revocation of business permit</p>	3.a Releasing of business permit	None	2 mins	Frontliner

**END OF TRANSACTION TOTAL TIME: 52 MINS.**