

## BUSINESS PERMITS AND LICENSE OFFICE

### NEW BUSINESS PERMIT APPLICATION

All business establishments intending to operate within the city are required to secure a Mayor's Permit and pay the corresponding business taxes, commensurate regulatory fees and charges before commencing commercial operations. Business taxes for new enterprises are based on capitalization (for sole proprietorships) and / or subscribed capital (for corporations). Provided that all necessary requirements are completed, the processing and release of the business permit will take a minimum of one (1) day only.

#### Service: WALK-IN APPLICATIONS

<b>Office or Division:</b>	<ul style="list-style-type: none"><li>• BUSINESS PERMITS AND LICENSE OFFICE</li><li>• BUSINESS ONE-STOP SHOP<ul style="list-style-type: none"><li>- CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE</li><li>- LOCAL ZONING ADMINISTRATION</li><li>- BUILDING OFFICIAL</li><li>- BUREAU OF FIRE PROTECTION</li><li>- BARANGAY</li></ul></li><li>• CITY TREASURY DEPARTMENT</li></ul>
<b>Classification:</b>	SIMPLE TRANSACTION
<b>Type of Transaction:</b>	G2B - GOVERNMENT TO BUSINESS ENTITY
<b>Who may avail:</b>	BUSINESS ENTITIES IN THE CITY
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Duly Accomplished Application Form (if downloaded, 4 printed copies)	<ul style="list-style-type: none"><li>• Business Permits and License Office (BPLO windows 1-9; thru e-mail or website)</li><li>• Email: <a href="mailto:bplo_csj@yahoo.com">bplo_csj@yahoo.com</a></li><li>• Website:<a href="https://www.sanjuancity.gov.ph/SanJuanCity/Makabagong_SJ_DLForms">https://www.sanjuancity.gov.ph/SanJuanCity/Makabagong_SJ_DLForms</a></li></ul>
2. Proof of Business Registration (1 photocopy)  <ul style="list-style-type: none"><li>• DTI Registration (Single Proprietor)</li><li>• SEC Registration with Articles of Incorporation (Corporation/Partnership/One Person Corporation)</li><li>• CDA Registration (Cooperative)</li></ul>	<ul style="list-style-type: none"><li>• Department of Trade and Industry</li><li>• Securities and Exchange Commission</li> <li>• Cooperative Development Authority</li></ul>

3. Proof of Business Location (1 photocopy) <ul style="list-style-type: none"> <li>• Contract of Lease (if renting)</li> <li>• Land Title or Tax Declaration (if business area is owned)</li> <li>• Authorization Letter (if free of rent with Tax Declaration of the property)</li> <li>• Building Admin. Certification (if business is inside the building)</li> </ul>		<ul style="list-style-type: none"> <li>• Property Lessor</li> <li>• City Assessor's Office / Registry of Deeds</li> <li>• Property Owner</li> <li>• Building Administrator</li> </ul>		
4. Pictures of Establishment (1 printed copy)		<ul style="list-style-type: none"> <li>• Owner</li> </ul>		
5. Environmental Clearance Sanitary Permit Fire Clearance Locational Clearance (1 photocopy)		<ul style="list-style-type: none"> <li>• City Environment and Natural Resources Office</li> <li>• City Health Office</li> <li>• Bureau of Fire Protection</li> <li>• Zoning Department</li> </ul>		
6. Certificate of Occupancy or Certificate of Use / Annual Inspection (1 photocopy)		<ul style="list-style-type: none"> <li>• City Building Official</li> </ul>		
7. PESO Certificate (1 photocopy) (as per Ordinance No. 20 series of 2023)		<ul style="list-style-type: none"> <li>• Public Employment and Service Office</li> </ul>		
8. Other applicable requirements (as per Nature of Business) *refer to table 1 (1 photocopy)		<ul style="list-style-type: none"> <li>• Designated office / agency</li> </ul>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a transaction ticket, once the transaction ticket number was called, proceed to the designated BPLO window (for verification if any) Submit application requirements.	1.1 Check the attached requirements	None	15 mins	-Administrative Aide -Licensing Officer
	1.2. Endorsement of requirements to Business One-Stop Shop (BOSS) and encoding of	None	30 mins	-Administrative Aide

<p>Client will receive the Tax Order of Payment in the same window.</p> <p>(windows 1-3, 5-9)</p> <p><i>*priority lane: window 8</i></p>	<p>fees from different offices</p> <p>1.3 From BOSS, if approved the BPLO will evaluate, encode and assess the documents for the issuance of the Tax Order of Payment</p> <p>If disapproved, all the documents shall be returned to the client</p>	<p>Refer to the Tax Code of San Juan City (at BPLO windows, information kiosks or San Juan City website - see link below)</p> <p><a href="https://www.sanjuan.city.gov.ph/SanJuanCity/department_files/BPLO/REVENUE%20CODE.pdf">https://www.sanjuan.city.gov.ph/SanJuanCity/department_files/BPLO/REVENUE%20CODE.pdf</a></p>	<p>30 mins</p>	<p>-Administrative Aide</p>
<p>2. Payment of Fees (Present Tax Order of Payment)</p> <p>windows 12 &amp; 18 – walk in</p> <p>window 11 – online</p>	<p>2.1 Verify the submitted Tax Order of Payment</p> <p>2.2 Receives the payment and issuance of receipt</p>	<p>None</p> <p>Refer to the Tax Code of San Juan City (at BPLO windows, information kiosks or San Juan City website - see link below)</p>	<p>10 min (single transaction)</p> <p>1 hour (multiple transaction)</p> <p>5 mins (single transaction)</p> <p>1 hour (multiple transactions)</p>	<p>-Collecting Officer</p> <p>-Collecting Officer</p>

		<a href="https://www.sanjuan.city.gov.ph/SanJuanCity/department_files/BPLO/REVENUE%20CODE.pdf">https://www.sanjuan.city.gov.ph/SanJuanCity/department_files/BPLO/REVENUE%20CODE.pdf</a>		
3. Submission of the photocopies of the Official Receipt and other necessary requirements to the BPLO  (Receiving and Releasing Window)          Wait for your name / company's name to be called for the issuance of your business permit (Receiving and Releasing Window)	Receiving of documents	None	15 mins.	-Administrative Aide -Licensing Officer
	Printing of Business Permit	None	15 mins	-Administrative Aide -Licensing Officer
	3.3 Signing of Business Permit	None	15 mins.	-Department Head -Assistant Department Head
	3.4 Releasing of Business Permit	None	15 mins.	-Administrative Aide
<b>TOTAL:</b>		Refer to the Tax Code of San Juan City (at BPLO windows, information kiosks or San Juan City website)	<b>2 hours and 30 minutes (single transaction)</b>  <b>4 hours and 15 minutes (multiple transaction)</b>	

**Table 1**

<b>OTHER APPLICABLE REQUIREMENTS</b> (as per Nature of Business)	
<b>1. E-games</b>	<b>PAGCOR Accreditation &amp; Letter of No Objection (LONO)</b>
<b>2. Franchise</b>	<b>Franchise Agreement</b>
<b>3. Travel Agencies</b>	<b>POEA Accreditation</b>
<b>4. Water Refilling Stations</b>	<b>Water Potability Certification</b>
<b>5. Sellers of Fire Crackers</b>	<b>Permit to Sell (PNP)</b>
<b>6. Meat Vendors</b>	<b>City Veterinarian Clearance</b>
<b>7. Financial Institutions</b>	<b>BSP Certificate</b>
<b>8. Medical / Diagnostic Clinics</b>	<b>DOH Accreditation</b>

## Service: ONLINE TRANSACTION

<b>Office or Division:</b>	BUSINESS PERMITS AND LICENSE OFFICE  Business One-Stop Shop - CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE - LOCAL ZONING ADMINISTRATION - BUILDING OFFICIAL - BUREAU OF FIRE PROTECTION - BARANGAY  CITY TREASURY DEPARTMENT	
<b>Classification:</b>	SIMPLE TRANSACTION	
<b>Type of Transaction:</b>	G2B - GOVERNMENT TO BUSINESS ENTITY	
<b>Who may avail:</b>	BUSINESS ENTITIES IN THE CITY	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Scanned copy of Proof of Business Registration (1 copy)  <ul style="list-style-type: none"> <li>DTI Registration (Single Proprietor)</li> <li>SEC Registration with Articles of Incorporation (Corporation/Partnership/One Person Corporation)</li> <li>CDA Registration (Cooperative)</li> </ul>		<ul style="list-style-type: none"> <li>Department of Trade and Industry</li> <li>Securities and Exchange Commission</li>  <li>Cooperative Development Authority</li> </ul>
2. Scanned copy of Proof of Business Location (1 copy) <ul style="list-style-type: none"> <li>Contract of Lease (if renting)</li> <li>Land Title or Tax Declaration (if business area is owned)</li> <li>Authorization Letter (if free of rent)</li> <li>Building Admin. Certification (if business is inside the building)</li> </ul>		<ul style="list-style-type: none"> <li>Property Lessor</li> <li>City Assessor's Office / Registry of Deeds</li>  <li>Property Owner</li> <li>Building Administrator</li> </ul>
3. Scanned copy of the pictures of Establishment (1 copy)		<ul style="list-style-type: none"> <li>Owner</li> </ul>
4. Scanned copy (1 copy) <ul style="list-style-type: none"> <li>Environmental Clearance</li> <li>Sanitary Permit</li> <li>Fire Clearance</li> <li>Locational Clearance</li> </ul>		<ul style="list-style-type: none"> <li>CENRO</li> <li>Health Department</li> <li>BFP</li> <li>Zoning Department</li> </ul>
5. Scanned copy (1 copy) Certificate of Occupancy or Certificate of Use / Annual Inspection		<ul style="list-style-type: none"> <li>City Building Official</li> </ul>

6. Scanned copy (1 copy) PESO Certificate (as per Ordinance No. 20 series of 2023)		• Public Employment and Service Office		
7. Scanned copy (1 copy) Other applicable requirements (as per Nature of Business) *refer to table 1 (page 8)		• Designated office / agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the application form in the website indicated below:  <a href="https://e-bplo.sanjuancity.gov.ph">https://e-bplo.sanjuancity.gov.ph</a>  Upload the <b>initial documents</b> for assessment:  - Contract of Lease - SEC / DTI registration - Picture of establishment  Tax Order of Payment will be sent thru email	1.1 Review the accomplished application form, answer queries and provide information about the service	None	15 mins	- Administrative Aide -Licensing Officer
	1.2 Endorsement of requirements to Business One-Stop Shop (BOSS) and encoding of fees from different offices	None	35 mins	- Administrative Aide
	1.3 From BOSS, if approved the BPLO will evaluate, encode and assess the documents for the issuance of the Tax Order of Payment  If disapproved, notify the client	Refer to the Tax Code of San Juan City (at BPLO windows, information kiosks or San Juan City website – see link below)	35 mins	- Administrative Aide -Licensing Officer

<p>2. Payment of fees</p> <p>window 11 – online</p>	<p>2.1 Accept the corresponding fees at the Treasury Department (<i>Landbank, Gcash, TOP – The Orange Company, Inc.</i>)</p>	<p>Refer to the Tax Code of San Juan City (at BPLO windows, information kiosks or San Juan City website - see link below)</p> <p><a href="https://www.sanjuanacity.gov.ph/SanJuanCity/department_files/BPLO/REVENUE%20CODE.pdf">https://www.sanjuanacity.gov.ph/SanJuanCity/department_files/BPLO/REVENUE%20CODE.pdf</a></p>	<p>10 min (single transaction)</p> <p>1 hour (multiple transaction)</p>	<p>-Collecting Officer</p>
<p>3. 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 either <b>over the counter</b> or thru <b>available courier</b></p>	<p>3.1 Receiving of documents</p> <p>2 Printing of Business Permit</p> <p>3 Review / Signing of Business Permit</p> <p>4 Releasing of Business Permit (<i>Over-the-counter / via available courier</i>)</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>15 mins</p> <p>15 mins</p> <p>15 mins</p> <p>15 mins</p>	<p>- Administrative Aide -Licensing Officer</p> <p>- Administrative Aide -Licensing Officer</p> <p>-Department Head -Assistant Department Head</p> <p>- Administrative Aide</p>



<b>TOTAL:</b>	Refer to the Tax Code of San Juan City (at BPLO windows, information kiosks or San Juan City website)	<b>2 hours and 35 minutes (single transaction)</b> <b>3 hours and 25 minutes (multiple transaction)</b>	
---------------	---	--	--