

BUSINESS PERMITS AND LICENSE OFFICE

RENEWAL OF BUSINESS PERMIT

All business establishments are required to secure a business permit and pay their respective business taxes, regulatory fees, and charges before starting their commercial operations. The schedule for 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 the business tax is not settled after the specified extension period. Renewal is based on the gross sales or income of the previous year. Payments can be made annually, semi-annually, or quarterly. Taxes are due on the 20th day of each quarter.

Service: WALK-IN APPLICATIONS

Office or Division:	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			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	G2B - GOVERNMENT TO BUSINESS ENTITY			
Who may avail:	CITIZENS DOING BUSINESS WITHIN THE CITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of Gross Sales (1 photocopy) • Quarterly VAT returns / Monthly Percentage Tax Returns • Income Tax Return with BIR received / Comprehensive Income Statements • Audited Financial Statements / Declaration of Sales		• Bureau of Internal Revenue (BIR) • Securities and Exchange Commission (SEC)		
2. Public Employment and Service Office (PESO) Certificate (1 photocopy) (as per Ordinance No. 20 series of 2023)		• Public Employment and Service Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a transaction ticket, once transaction	1.1. Receive requirements	None	15 mins.	-Administrative Aide -Licensing Officer

<p>ticket number was called, proceed to the designated BPLO window (for verification if any) Submit application requirements. 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>1.2. Endorsement of requirements to Business One-Stop Shop (BOSS) and encoding of 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>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>30 mins.</p> <p>30 mins.</p>	<p>-Administrative Aide</p> <p>-Administrative Aide</p>
<p>2. Payment of Fees</p> <p>windows 12 & 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>

		https://www.sanjuancity.gov.ph/SanJuanCity/department_files/BP LO/REVENUE% 20CODE.pdf		
<p>3. Submission of the photocopies of the Official Receipt and other necessary requirements to the BPLO</p> <p>(Receiving and Releasing Window)</p>	3.1 Receiving of documents	None	15 mins.	-Administrative Aide -Licensing Officer
	3.2 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
<p>Wait for your name / company's name to be called for the issuance of your business permit</p> <p>(Receiving and Releasing Window)</p>				

TOTAL:	Refer to the Tax Code of San Juan City (at BPLO windows, information kiosks or San Juan City website)	2 hours and 30 minutes (single transaction) 4 hours and 15 minutes (multiple transaction)	
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Service: ONLINE TRANSACTION

Office or Division:	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			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	G2B - GOVERNMENT TO BUSINESS ENTITY			
Who may avail:	CITIZENS DOING BUSINESS WITHIN THE CITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Scanned copy of Proof of Gross Sales (1 copy) • Quarterly VAT returns / Monthly Percentage Tax Returns • Income Tax Return with BIR received / Comprehensive Income Statements • Audited Financial Statements / Declaration of Sale		• Bureau of Internal Revenue (BIR) • Securities and Exchange Commission (SEC)		
2. Scanned copy of Public Employment and Service Office (PESO) Certificate (1 copy) *as per Ordinance No. 20 series of 2023		• Public Employment and Service Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the application form in the website indicated below: https://e-bplo.sanjuancity.gov.ph Upload the initial documents for assessment: - Monthly / Quarterly	1.1 Review the accomplished application form, answer queries and provide information about the service 1.2 Endorsement of requirements to Business One-Stop Shop (BOSS) and encoding of fees	None None	15 mins 30 mins	-Administrative Aide -Licensing Officer -Administrative Aide

<p>VAT Returns (2551M / 2550Q) / Income Tax Returns</p> <ul style="list-style-type: none"> - Audited Financial Statements / Comprehensive Income Statement - Previous Business Permit <p>Tax Order of Payment will be sent thru email</p>	<p>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, notify 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>15 mins</p>	<p>-Administrative Aide -Licensing Officer</p>
<p>2. Payment of fees</p> <p>window 11 – online</p>	<p>2.1 Accept the corresponding fees at the Treasury Department (Landbank, Gcash, TOP)</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>https://www.sanjuancity.gov.ph/SanJuanCity/departments_files/BPLO/REVENUE%20CODE.p</p>	<p>10 min (single transaction)</p> <p>1 hour (multiple transaction)</p>	<p>-Collecting Officer</p>

		<i>df</i>		
<p>3. For the print out of business permit, scan all the necessary requirements and email to:</p> <p>bplosanjuan@gmail.com</p> <p>Wait for the email / call for the issuance of your business permit either over the counter or thru available courier</p>	3.1 Receiving of documents	None	15 mins.	-Administrative Aide -Licensing Officer
	3.2 Printing of Business Permit	None	15 mins.	-Administrative Aide
	3.3 Review / Signing of Business Permit	None	15 mins.	-Department Head -Assistant Department Head
	3.4 Releasing of business permit (<i>Over-the-counter / via available courier</i>)	None	15 mins	-Administrative Aide
TOTAL:		Refer to the Tax Code of San Juan City (at BPLO windows, information kiosks or San Juan City website)	<p>2 hours and 10 minutes (single transaction)</p> <p>3 hours (multiple transaction)</p>	