Office: Business Permit and Licensing Division

Ground floor, City Hall Building

Schedule of Availability of Service:

Monday - Friday

8:00 a.m. - 5:00 p.m. without noon break

Who may Avail of the Service?

- > The following are allowed to avail the service:
- ✓ Any requesting party as it pertains to his registered business
- ✓ Accounting Firms/Bookkeepers
- ✓ Courts and Administrative Bodies exercising investigative functions in determination and/or resolution of pending cases
- ✓ Such other National/Local Government and Private Agencies

What are the Requirements?

For Renewal of Business Permit

Basic Requirements:

- 1. Barangay Clearance (where the business is located)
- Basis for computing taxes, fees and charges (e.g. Income Tax Returns)
- For Application of New Business Permit

Basic Requirements:

- Proof of Business Registration, incorporation, or legal personality (DTI, SEC/CDA Registration)
- Basis for computing taxes, fees and charges (e.g. Income Tax Returns)
- 3. Occupancy Permit for newly constructed buildings
- 4. Contract of Lease (in case of non-ownership of the building or space of business establishment)
- 5. Barangay Clearance

Fees/Charges: Computation is based on the Tax Ordinance of Angeles City and Fire Safety Inspection

Certificate (FSIC) Fee 628-06 for Fire Inspection

Duration (under normal circumstances):

- Two (2) days for New Business Permit Applications (subject for inspection)
- One (1) day for Renewal of Business Permit Applications (without inspection)



Frontline Service: Issuance of Business Permit in Business Permit Licensing Services (BPLS)
on Business One Stop Shop (BOSS)

How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity (Under normal circumstances)	Person in Charge	Fees/ Charges	Forms
	accomplished Application Form and the requirements at Step 1 Window of Business Permit and Licensing Division – Business One Stop Shop (BPLD-BOSS)	5-5-5-5-5-5-5-5-5-5-5-5-5-5-5-5-5-5-5-		Business Permit Licensing Division Information Clerk/ License Officer	F	Business Permit Application Form
1-A	The state of the s	Assign Application Number and Business ID		Business Permit Licensing Division Data Analyst		
1-B		Initially assess the declared Gross Receipts/Capital	A CONTRACTOR AND A STATE OF THE	Business Permit Licensing Division Assessment Officer		
1-C		Initially approve the assessed Gross Receipts/ Capital	With At the Burgary was Company	Business Permit Licensing Division Chief		
1-D		Encode data to the system Endorse Application to the Office of the City Administrator		Business Permit Licensing Division Data Analyst		

1-E		Final approve the Gross Receipts/Capital and return the Application to BPLD-BOSS Advise Applicant to proceed to City Treasurer's Office Window 11 for verification of delinquencies and assessment and payment of fees		City Administrator or the authorized representative Business Permit Licensing Division Data Analyst	None	None
	Proceed to Window 11 of City Treasurer's Office	Verify delinquencies and assess fees After verification, advise Applicant to proceed to any of Windows 13 to 19 of the City Treasurer's Office for payment of fees		Verification Clerk or Business Tax Assessing Officer at the City Treasurer's Office License and Fees Division		None
	Treasurer's Office to any of Windows 13 to	Accept payment and issue Official Receipt Advise Applicant to proceed to Bureau of Fire Protection (BFP) Collecting Officer to pay for the Fire Safety Inspection Fee (FSIC Fee) at BPLD-BOSS Step 3 Window		Collection Officer	Computation of fees is based on the Tax Ordinance of the City depending on the declared capital or gross receipt	
		Accept payment and issue Official Receipt Advise Applicant again to stay at the Tax Payer's Lounge and wait for the continuation of the process	5 minutes	ECTION STATES IN TESTAMENT TO THE STATE IN	Computation based on FSIC Fee 628-06	None

3-A	Proceed at the Taxpayer's Lounge and wait	Issue Certificate of Zoning Compliance Conduct site inspection and endorse findings to BPLD Zoning Officer/Clerk	(renewal or without inspection)		Included in payment of fees in Step 2-A	None
3-B		Issue Fire Safety Inspection Certificate (FSIC)		Bureau of Fire Protection Clerk		
		Conduct site inspection and endorse findings to BPLD Bureau of Fire Protection Clerk	Within 2 days upon receipt of Application (new or with inspection)			
3-C		Issue Sanitary Permit	AN OWNER DISCOURAGE COMPANY CONTRACTOR	Environmental Health Services Clerk		
		Conduct site inspection and endorse findings to BPLD Environmental Health Services Clerk	receipt of Application	Sanitary Inspector		
3-D		Final check all the regulatory certificates and print the Business Permit/ Certificate then endorse to the Office of City Administrator for Validation	5 minutes	Business Permit Licensing Division (BPLD) Releasing Officer		
3-E		Validate the endorsed Business Permit/Certificate Return the permit to BPLD after validation		City Administrator or the representative		
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