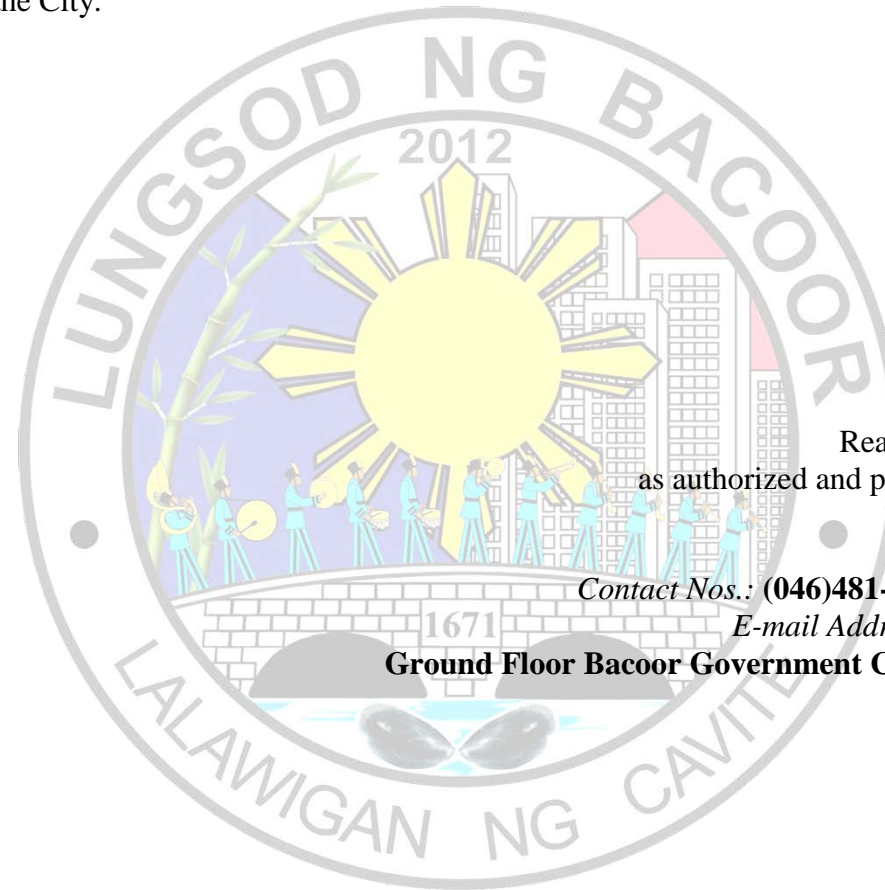


# BUSINESS PERMIT and LICENSING OFFICE

The Business Permits and Licensing Office provides effective systems, procedures and practices in the issuance of new and renewal of business permits. It regulates the nature and the operations of different activities, monitor and enforce existing laws, ordinances, policies, rules and regulations in the operation of business within the City.



Ready to serve and transact with you  
as authorized and properly identified personnel from

**Mondays to Fridays**

**8:00 AM to 5:00 PM**

*Contact Nos.:* (046)481-4112, 481-4100 local 203 & 204

*E-mail Address:* [bacoorpermit@yahoo.com](mailto:bacoorpermit@yahoo.com)

**Ground Floor Bacoor Government Center Bayanan, Bacoor, Cavite**

## **BUSINESS PERMIT AND LICENSING OFFICE**

### **PERSONNEL**

1. FRANCISCO OCAMPO – Head-BPLO
2. CHRISTIAN GAWARAN – Licensing Officer II
3. JUMAR LIMON – Licensing Officer I
4. DINA DUMALI – License Inspector II
5. SHIRLEY ANNE GOMEZ – License Inspector I
6. NANCY RABACAL – Administrative Aide VI
7. HERNAN ALHAMBRA – Administrative Aide IV
8. FERDINAND PAREDES – Administrative Aide III
9. MARC ERICK S. ESPIRITU – Clerk-Casual
10. CARLOS ESTUPIN – Job Order
11. ALVIN ALCANTARA – Job Order
12. ALFONSO MANUMBAS III – Job Order
13. RAMIL R. ASTO – Job Order
14. JEONARD A. MERILO – Job Order

**CITIZEN’S CHARTER SERVICES**  
**City of Bacoar, Province of Cavite**

Responsible Department/Unit	<b>Business Permit and Licensing Office (BPLO)</b>
Service Name	<b>Mayor’s Permit and Business License (Permit) Application</b>
Service Description	<b>In general, all business should apply for a Mayor’s Permit and Business License before operation. Mayor’s Permit and Business License must be renewed annually in order to legalize the business operation. A Business One-Stop Shop (BOSS) is established wherein all concerned offices involved in the issuance are located in one place to facilitate processing and make it business-friendly.</b>
Client	<b>Businessmen / Establishment Owners or even Representatives</b>
Maximum Duration of Process	<b>One (1) hour</b>
Requirements	<b><u>For New Business Registration</u></b> <b>1. Proof of business registration, incorporation, or legal personality {i.e. DTI / SEC / Cooperative Development Authority (CDA) registration} including basis for computing taxes, fees, and charges (e.g. business capitalization). For Franchisee, please bring a copy of Franchise Agreement.</b> <b>2. Occupancy Permit, if required by national laws (e.g. Building Code) and local laws</b> <b>Note: For those without Occupancy Permit, sketch of business location including front full view picture of establishment</b> <b>3. Contract of Lease (if Lessee)</b> <b>4. Barangay Business Clearance</b>  <b><u>For Renewal Applications, please bring your latest business permit if readily available for faster processing</u></b> <b>1. Basis for computing taxes, fees, and charges {e.g. Income Tax Returns (BIR 1701) or monthly percentage return (BIR 2551M) or quarterly value-added tax return (BIR 2550Q) or quarterly sales summary or the Audited Financial Statement}</b> <b>Note: Itemized gross sales of all branches for business establishments with multiple locations</b> <b>2. Barangay Business Clearance</b>

**How to Avail Service**

**I. FIRST STEP**  
**FILING / EVALUATION / ONE-TIME ASSESSMENT – BUSINESS PERMIT AND LICENSING OFFICE**

	Assigned Employee	Time / Application
Filing and Evaluation of Filled-up Application Form	Hernan Alhambra Dina Dumali Marc Erick Espiritu	5 mins.
Review of filled-up application form	Hernan Alhambra Christian Gawaran	3 mins.
Zoning Clearance including assessment		3 mins.
OBO Clearance including assessment		5 mins.
Encoding which includes summing-up of taxes and fees as well as printing of business permit	Shirley Anne Gomez Nancy Rabacal	5 mins.
Review of all documents including Business line including assessments	Francisco J. Ocampo	5 mins.
Approval of BPLO Head	Francisco J. Ocampo	4 mins.

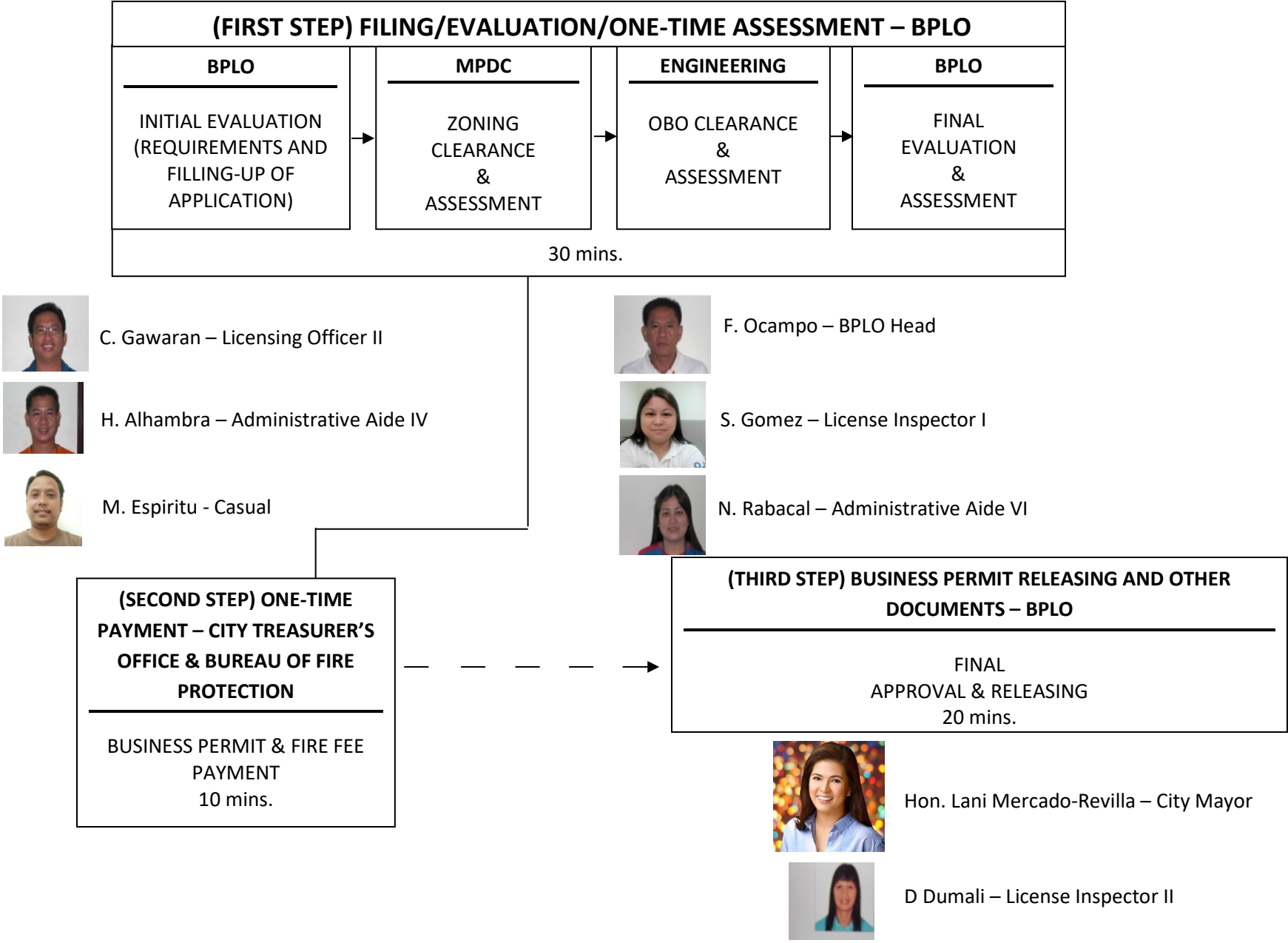
**II. SECOND STEP**  
**ONE-TIME PAYMENT – CITY TREASURER’S OFFICE AND BUREAU OF FIRE PROTECTION**

Payment of Business Tax and Fees (including Bureau of Fire Protection Fee)	City Treasurer’s Office And Bureau of Fire Protection	10 mins.
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**III. THIRD AND FINAL STEP**  
**BUSINESS PERMIT RELEASING AND OTHER DOCUMENTS – BUSINESS PERMIT AND LICENSING OFFICE**

	Assigned Employee	Time / Application
Mayor’s final approval	Hon. Lani Mercado – Revilla	10 mins.
Releasing of a. Business Permit b. Original Application c. Business Plate/Sticker d. Other documents	Dina Dumali	10 mins.

# BUSINESS PERMIT PROCESSING FLOW CHART



**BUSINESS PERMIT AND LICENSING OFFICE**

**A. BUSINESS ESTABLISHMENT**

**Inspector  
Time/Establishment**

\*Inspector

- Inspection of business establishment a. with permit b. without permit c. with violation	Jumar Limon Ferdinand Paredes Christian Gawaran Alfonso Manumbas III Alvin Alcantara Marc Erick Espiritu	5 mins. 10 mins. 10 mins.
- Preparing Inspection Report	Jumar Limon Ferdinand Paredes Christian Gawaran	5 mins.

**B. DELIVERY OF PAYMENT NOTICE**

**Inspector  
Time/Notice**

\*Inspector

- Delivery of payment (Quarterly/Semi) notices Original - Taxpayer Duplicate - BPLO	Jumar Limon Ferdinand Paredes Hernan Alhambra Alfonso Manumbas III Alvin Alcantara Marc Erick Espiritu	10 mins.
- Preparing the required report	Jumar Limon Ferdinand Paredes	5 mins.
- Filing of payment notices	Carlos Estupin Marc Erick Espiritu	5 mins.

## **C. CERTIFICATIONS**

### **C-I. Certificate of business retirement / surrender / closure of business**

Basis – Ordinance No. 4-D Series of 2008, Chapter II; Article B, Section 2B.06 Letter H  
– Revenue Code of Bacoar (2008)

<b>Procedure</b>	<b>Personnel</b>	<b>Time</b>
1. Receiving and Evaluation of Requirements a. Last business permit b. Business Plate c. Certification of Gross sales before closure d. Affidavit of Closure	Francisco J. Ocampo	5 mins.
2. Inspection of the business establishment being surrendered	Jumar Limon Ferdinand Paredes Hernan Alhambra Marc Erick Espiritu	10 mins.
3. Assessment of Surrender Fee	Francisco J. Ocampo	3 mins.
4. Payment	City Treasurer's Office	
5. Preparation and encoding of certificate of business closure	Shirley Anne Gomez Nancy Rabacal	5 mins.
6. Approval of certificate of business closure	Francisco J. Ocampo	2 mins.
7. Release of certificate of business closure	Dina Dumali	2 mins.



**C-II. Certificate of no business or no registration**

<b>Procedure</b>	<b>Personnel</b>	<b>Time</b>
1. Receiving and evaluation of requirement a. Barangay Certification of Indigency or Barangay Clearance	Dina Dumali Hernan Alhambra	3 mins.
2. Preparation of Certificate of no business or no registration	Shirley Anne Gomez Nancy Rabacal	5 mins.
3. Payment	City Treasurer's Office	
4. Approval of Certificate of no business or no registration	Francisco J. Ocampo	1 min.
5. Release of Certificate of no business or no registration	Dina Dumali	2 mins.

**C-III. Certificate of business registration**

<b>Procedure</b>	<b>Personnel</b>	<b>Time</b>
1. Receiving and evaluation of requirements a. Copy of business permit b. Request letter (if any)	Dina Dumali Hernan Alhambra	3 mins.
2. Preparation of Certificate of business registration	Shirley Anne Gomez Nancy Rabacal	5 mins.
3. Payment	City Treasurer's Office	
4. Approval of Certificate of business registration	Francisco J. Ocampo	1 min.
5. Release of Certificate of business registration	Dina Dumali	2 mins.

**C-IV. Certificate of additional line of business**

<b>Procedure</b>	<b>Personnel</b>	<b>Time</b>
1. Receiving and evaluation of requirements c. Copy of business permit / Official Receipt d. Request letter	Dina Dumali Hernan Alhambra	3 mins.
2. Preparation of Certificate of additional line of business	Shirley Anne Gomez Nancy Rabacal	5 mins.
3. Payment	City Treasurer's Office	
4. Approval of Certificate of additional line of business	Francisco J. Ocampo	1 min.
5. Release of Certificate of Additional line of business	Dina Dumali	2 mins.

**C-V. Certificate of change in business address / business name**

<b>Procedure</b>	<b>Personnel</b>	<b>Time</b>
1. Receiving and evaluation of requirements a. Copy of business permit b. Barangay Business Clearance if there is change in business address c. DTI Certificate of Registration if there is change in business name d. Request letter	Dina Dumali Hernan Alhambra	4 mins.
2. Preparation of Certificate	Shirley Anne Gomez Nancy Rabacal	5 mins.
3. Payment	City Treasurer's Office	
4. Approval of Certificate	Francisco J. Ocampo	1 min.
5. Release of Certificate	Dina Dumali	2 mins.

**C-VI. Certificate of calibration**

Basis – Ordinance No. 14 Series of 2010 Section 3,3;3

Procedure	Personnel	Time
1. Approval of certificate of business closure	Hernan Alhambra	Quarterly
2. Actual Calibration	Hernan Alhambra Marc Erick Espiritu	10 mins./pump
3. Payment	City Treasurer’s Office	
4. Preparation of certificate of calibration	Hernan Alhambra	10 mins.
5. Approval of certificate of calibration	Francisco J. Ocampo	2 mins.
6. Release of certificate of calibration	Hernan Alhambra Marc Erick Espiritu	5 mins.

## REGULATORY AND SERVICE FEES ON BUSINESS PERMIT

### MAYOR'S PERMIT, ENVIRONMENTAL AND SANITARY FEES

CLASSIFICATION		MAYOR'S PERMIT FEE	ENVIRONMENTAL FEE	SANITARY FEE
1.	Bar, Videoke	5,000	6,600	500 - 700
2.	Restaurant	500	6,600	
3.	Carinderia, Eatery	500	1,200 - 2,640	
4.	Food Outlet	500	1,200	200
5.	Sari-Sari Store / Retailer	500	240	200
6.	Bakery/Bakeshop	500	3,960	200
7.	Mini Bakery / Hot Pandesal	500	1,800	200
8.	Drug Store	500	1,200 - 1,980	200
9.	Water Station	500	see no. 55	300
10.	BPM Stalls	500	1,800	200
11.	Wholesaler/Dealer - Small (below 3M)	500	4,800	700
	Medium (3M to 14.99M)	700	6,000	700
	Large (15M to 100M)	1,100	7,200	700
12.	Manufacturers - less than 100 sqm	500	1,200	700
	100 but less than 300	1,000	1,980	700
	300 but less than 600	2,500	3,960	700
	600 but less than 1,000	4,000	3,960	700
	1,000 or more	5,000	6,600	700
13.	Warehouse - principal office inside Bacoor	500	see no. 55	700
	- principal office outside Bacoor	1,000		700
14.	Importer / Exporter	500	1,200	700
15.	Coliseum, Cockpit	10,000	see no. 55	700
16.	Fun House, Carnival Rides (indoor)	5,000		500
17.	Offtrack Betting Station	3,000		500
18.	Other pleasurable and amusement places	1,000		500
19.	Posting of Security Guards/Security Agency	2,000		100
20.	Gymnasium/Sports physical fitness	1,000		500
21.	Bowling Establishment	4,000		700
22.	Computer Rentals	100/Computer		100
23.	Billiard Table	100/Table		500
24.	Junkshop	1,000		300

CLASSIFICATION		MAYOR'S PERMIT FEE	ENVIRONMENTAL FEE	SANITARY FEE
25.	Contractor, Services, Office	500		100
26.	Media Facilities	500	2,400	250
27.	Gas Station	700	2,400	475
28.	Auto Repair Shop, Carwash	500	2,400	450
29.	Welding, Vulcanizing, Printing, Publishing, Tailoring	500	see no. 55	450
30.	Funeral Parlor	500	see no. 55	500
31.	Beauty Parlor/Barber Shop	500	1,980	450
32.	Telephone, Electric - main	500	3,960	400
	- branch	500	3,960	250
33.	Telecomm, Cable	500	3,960	250
34.	Bank - Main Office	2,000	1,980	325
	- Branch	2,000	1,980	250
35.	ATM (in banks) and the like, per machine	500	1,980	250
36.	Pawnshop, Moneyshop, Insurance Co. Bayad Center, Money Transfer, Money Changer - Main	1,000	1,980	325
	- Branch	1,000	1,980	250
37.	Lending Investor	1,000	1,980	250
38.	Hospital - less than 50 beds	500	6,000	700
	50 to 100	500	9,600	700
	101 to 199	500	12,000	700
	200 or more	500	18,000	700
39.	Medical Clinic, Lying-in, Veterinary Clinic	500	2,640	325
40.	Laboratories	500	2,640	700
41.	Massage Clinic / Spa	500	2,640	700
42.	Subdivision Operators/Real Estate Developer	10,000	6,600	200
43.	Hotel - more than 150 rooms	500	1,200 - 7,800	700
	- 100 - 149 rooms	500		550
	- 50 - 99 rooms	500		400
	- 25 - 49 rooms	500		300
	- less than 25 rooms	500		250
44.	Lessor	500	1,200 - 7,800	475
45.	Apartment	500		50 / door
46.	House for rent	500		1 / sqm
47.	Memorial park or private cemetery	3,000	see no. 55	200

CLASSIFICATION		MAYOR'S PERMIT FEE	ENVIRONMENTAL FEE	SANITARY FEE
48.	School - NKP	1,000	<500 students 2,640	550
	Vocational Schools	3,000	500 to 999 3,600	550
	Other Private Schools	5,000	1,000 or more 6,600	550
49.	Swimming Pool, Resort	1,000	4,600	200
50.	Movie House	5,000	4,600	700
51.	Department Store	1,100	4.20 / sq.m.	700
52.	Stalls on Malls - Small	500	3,600	700
	Medium	700	6,000	700
	Large	1,100	8,400	700
53.	Hardware/Super/Commercial Stores	900	6,000	200
54.	Supermarket	1,100	18,000	700
55.	Other Types of Business - less than 100 sq.m.	500	1,200	
	100 but less than 299	500	1,980	
	300 but less than 599	700	3,960	
	600 but less than 999	900	3,960	
	1,000 sqm or more	1,100	6,600	

Responsible Unit : **GAMEFOWL OFFICE**  
Service : **II. Issuance of Certificate of Registration / Identification Card**  
Service Description : Certificate of Registration and Identification Card shall be secured by the Cockpit Personnel before officiating in a cockfights.  
Client : Cockpit Officiating Personnel  
Maximum Duration of Process : 2 days  
Requirements : Certification from cockpit owner / operator / promoter where the applicant is presently employed, Barangay clearance, two (2) pcs 1x1 picture  
How to Avail :

Step	Action/s to be Taken		Person/s Responsible	Time to Complete (with complete requirements)	Fees	Form/s Used
	Applicant/Client	Frontline Service Unit				
1.	Fill-out application form	Interview the applicant and review fill-out application form	Ernesto M. Velasco, Jr.	10 minutes		Registration of Cockpit Personnel
2.	Submit all requirements	Receive all requirements	Ernesto M. Velasco, Jr.	10 minutes		

3.		Prepares Order of Payment	Ernesto M. Velasco, Jr.			Order of Payment
Step	Action/s to be Taken		Person/s Responsible	Time to Complete (with complete requirements)	Fees	Form/s Used
	Applicant/Client	Frontline Service Unit				
4.	Payment at the City Treasurer's Office			10 minutes	Please see Table of fees	Official Receipt (OR)
5.		Recording / Preparation of Certificate of Registration and Identification Card	Ernesto M. Velasco, Jr.	15 minutes		Certificate of Registration/ Identification Card
6.		Recommending Approval / Signature	Mr. Francisco J. Ocampo	5 minutes		
7.		Signature	City Mayor / City Administrator	10 minutes		
8.		Releasing	Ernesto M. Velasco, Jr.	5 minutes		



**Fees:****Cockpit Officiating Personnel:**

1. Operator / Promotor	P 1,000.00
2. Pit Manager	500.00
3. Bet Manager	500.00
4. Cashier	200.00
5. Referee	300.00
6. Bet Taker	200.00
7. Gaffer	200.00
8. Matchmaker	200.00
9. Gater	200.00
10.Cock Doctor	200.00
11.Handler	200.00