



BUSINESS PERMIT AND LICENSING DIVISION

NAME: _____

COMPANY: _____

ADDRESS: _____

ROUTING SLIP

STATUS		ACTIVITY	OFFICE/PERSON RESPONSIBLE	SPT		ACTUAL PROCESSING TIME			REMARKS
N	R			IN	OUT	DATE			
WINDOW 1 (Manual)		Acknowledgement of Application	BPLD Clerk	5 Minutes					
		Sanitary Permit/ Health Certificate	RHU-SI	8 Minutes					
WINDOWS 3, 4, 5 (Automated)		Encode	BPLD Clerk	N 17 Mins.	R 7 Mins.				
		Save & Submit Application							
		Approved & Print Assessment	Municipal Mayor/ BPLO	3 Minutes					
		Payment	BPLD Clerk	5 Minutes					
WINDOW 2		Sign in Log Book, Fills up Feedback Form	BPLD Clerk	5 Minutes					
		Releasing of Mayor's Permit & Business Plate		2 Minutes					

- * For New Business - Please Proceed to the Office of the Municipal Assessor for the issuance of Zoning Certification.
- * For New/Renew Business - Kindly secure Fire Safety Permit upon releasing your Business Permit.
- With Inspection - Inspection will be conducted within 1 day.
- SPT - Standard Processing Time.

TOTAL PROCESSING TIME:

- NEW - 25 Minutes
- RENEWAL - 15 Minutes