

1. Issuance of Business Permit

The business permit is a requirement for all enterprises operating within the territorial jurisdiction of the municipality. It is a document affirming the legitimacy of the business as well as proof that it has complied with mandatory requirements and has settled fees and taxes due to LGU.

Office or Division:	Business Permit and Licensing Office (BPLO)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who my avail:	All business operators	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
FOR RENEWAL OF BUSINESS PERMIT		
1. Barangay Business Clearance (1 original copy)	Municipal Hall	
2. Mayor's Clearance (1 original copy)	Mayor's Office	
3. Annual Inspection	OBO	
4. Sanitary Permit (1 original copy)	Municipal Health Unit (MHU)	
5. DTI Registration (Single Proprietorship) SEC (Corporation)	DTI or SEC	
6. Certificate of Delinquency or Updated RPT Official Receipt (1 original copy) or Certificate of No Property (1 original copy)	Municipal Treasurer's Office (MTO) Municipal Assessor's Office (MAO)	
7. Fire Safety Inspection Certificate (1 BPLO Copy)	Bureau of Fire Protection (BFP)	
** OTHER REQUIREMENTS (depending on the Line Of Business)		
• Certificate of Compliance for Gasoline Station / LPG-Retailer/Dealer (1 original copy)	Department of Energy (DOE)	
• Contract of Lease (1 original copy) (if Lessee)	Lessor	
• Market Clearance (1 original copy) if the business is within SVTM)	Market Administrator	
• Department of Education Registration (1 original copy)	Department of Education	

• DOT Accreditation Certificate for accommodation (1 original copy)	Department of Tourism			
• Building Inspection Certificate for Business Rendering Services (1 original copy)	Municipal Engineering's Office			
FOR NEW BUSINESS				
1. Occupancy Permit, if required by Municipal Engineer (1 original copy of Barangay Business Clearance for business which are not required Occupancy)	Engineering's Office Municipal's Treasurer's Office (MTO)			
2. Mayor's Clearance (1 original copy)	Mayor's Office			
3. Sanitary Permit (1 original copy)	Municipal Health Unit (MHU)			
4. Certificate of Delinquency / Update RPT Official Receipt or Certificate of No Property	Municipal Treasurer's Office (MTO) Municipal Assessor's Office (MAO)			
5. Fire Safety Inspection Certificate (FSIC) (1 BPLO Copy)	Bureau of Fire Protection (BFP)			
** OTHER REQUIREMENTS (depending on the Line of Business)				
• Contract of Lease (if Lessee)	Lessor			
• SVTM Application Form (if Business is within SVTM)	Municipal Treasurer's Office (MTO)			
• Proof of Business Registration ➤ Business Registration for Single Proprietorship (1 photocopy) ➤ Articles of Incorporation for Corporation (1 photocopy) ➤ By Laws for Cooperative (1 photocopy copy)	Department of Trade and Industry (DTI) Securities and Exchange Commission (SEC) Cooperative Development Authority (CDA)			
• Contract of Lease (if Lessee) (1 original and 2 photo copy)	Lessor			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill-up logbook and submit required documents	1. Review and validate the completeness and assessment based on submitted documents.	None	10 mins	<i>Maribel Racca</i> Licensing Officer I Business Permit and Licensing Office
2. Pay Fees based on Local Revenue Code	2. Collect & Issue Official Receipt	Business Plate for (New Registration) PHP 300.00 Mayor's Permit Please see Table I Below for the fees (Ref. Revised Revenue Code 2019 Chapter III, Article A, Section 3A) Business Tax (for renewal) Please see Table II Below for the fees	15 mins	<i>Corazon Raga</i> Municipal Treasurer Treasury Office
		(Ref. Revised Revenue Code 2019 Chapter III, Article A, Section 2A) Business Tax for New		
3. Present OR and Claim Mayor's Permit	3. Verify OR Prepare and Release Mayor's Permit	NONE	5 mins	<i>Maribel Racca</i> Licensing Officer I Business Permit and Licensing Office
TOTAL PROCESSING TIME			30 MINUTES	

TABLE I - Ref. Revised Revenue Code 2019 Chapter III, Article A, Section 3A) Mayors Permit Rate

MAYOR'S PERMIT FEE		
Enterprise Scale	Asset Limit	Workforce
Micro-Industry	₱ 150,000 and below	No specific
Cottage Industries	Above ₱ 150,000 to ₱ 1.5M	Less than 10
Small-scale Industries	₱ 1.5M to ₱ 15M	10-99
Medium-scale Industries	₱ 15M to ₱ 60M	100-199
Large-scale Industries	Above ₱ 60M	200 or more

The permit fee shall either be based on asset size or number of workers, whichever will yield the higher fee.

CLASSIFICATION / CATEGORY	RATE OF FEE / PER ANNUM
On Manufacturers/Importers/Producers	
Micro-Industry	PHP 250.00
Cottage Industries	PHP 500.00
Small-scale Industries	PHP 1,000.00
Medium-Scale Industries	PHP 1,500.00
Large-Scale Industries	PHP 3,000.00
On Banks	
Rural, Thrift and Savings Banks	PHP 3,000.00
Commercial, Industrial and Development Banks	PHP 5,000.00
Universal Banks	PHP 7,000.00
	PHP 10,000.00
On Other Financial Institutions	
Small	PHP 2,000.00
Medium	PHP 4,000.00
Large	PHP 6,000.00

TABLE II- Ref. Revised Revenue Code 2019 Chapter III, Article A, Section 2A) BUSINESS TAX RATE

1. On manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders or liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature. In accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
40,000.00 or more but less than 50,000.00	990.00
50,000.00 or more but less than 75,000.00	1,584.00
75,000.00 or more but less than 100,000.00	1,980.00
100,000.00 or more but less than 150,000.00	2,640.00
150,000.00 or more but less than 200,000.00	3,300.00
200,000.00 or more but less than 300,000.00	4,620.00
300,000.00 or more but less than 500,000.00	6,600.00
500,000.00 or more but less than 750,000.00	9,600.00
750,000.00 or more but less than 1,000,000.00	12,000.00
1,000,000.00 or more but less than 2,000,000.00	16,500.00
2,000,000.00 or more but less than 3,000,000.00	19,800.00
3,000,000.00 or more but less than 4,000,000.00	23,760.00
4,000,000.00 or more but less than 5,000,000.00	27,720.00
5,000,000.00 or more but less than 6,500,000.00	29,250.00
6,500,000.00 or more	At a rate of forty-five percent (45%) of one percent (1

- (b) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 1,000.00	21.60
1,000.00 or more but less than 2,000.00	39.60
2,000.00 or more but less than 3,000.00	60.00
3,000.00 or more but less than 4,000.00	86.40
4,000.00 or more but less than 5,000.00	120.00
5,000.00 or more but less than 6,000.00	145.20
6,000.00 or more but less than 7,000.00	171.60
7,000.00 or more but less than 8,000.00	198.00
8,000.00 or more but less than 10,000.00	224.40
10,000.00 or more but less than 15,000.00	264.00
15,000.00 or more but less than 20,000.00	330.00
20,000.00 or more but less than 30,000.00	396.00
30,000.00 or more but less than 40,000.00	528.00
40,000.00 or more but less than 50,000.00	792.00
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,244.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 300,000.00	3,960.00
300,000.00 or more but less than 500,000.00	5,280.00
500,000.00 or more but less than 750,000.00	7,920.00
750,000.00 or more but less than 1,000,000.00	10,560.00
1,000,000.00 or more but less than 2,000,000.00	12,000.00
2,000,000.00 or more	at a rate of sixty percent (60%) of one percent (1%)

(c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate of one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Section:

- (1) Rice and Corn;
- (2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
- (3) Cooking oil and cooking gas;
- (4) Laundry soap, detergents, and medicine;
- (5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
- (6) Poultry feeds and other animal feeds;
- (7) School supplies; and
- (8) Cement

For purposes of this provision, the term *exporters* shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rate of one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Section.

(d) On retailers.

Amount of Gross Sales/ Receipts For the Preceding Calendar Year	Amount of Tax per Annum
P400,000.00 or less	2%
More than P400,000.00	1%

The rate of two percent (2%) per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of one percent (1%) per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (P400,000.00).

However, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Thirty Thousand Pesos (₱ 30,000.00) subject to existing laws and regulations.

(e) On contractors and other independent contractors in accordance with the following schedule.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 5,000.00	33.00
5,000.00 or more but less than 10,000.00	73.92
10,000.00 or more but less than 15,000.00	125.40
15,000.00 or more but less than 20,000.00	198.00
20,000.00 or more but less than 30,000.00	330.00
30,000.00 or more but less than 40,000.00	462.00
40,000.00 or more but less than 50,000.00	660.00
50,000.00 or more but less than 75,000.00	1,056.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,376.00
150,000.00 or more but less than 200,000.00	3,168.00
200,000.00 or more but less than 250,000.00	4,356.00
250,000.00 or more but less than 300,000.00	5,544.00
300,000.00 or more but less than 400,000.00	7,392.00
400,000.00 or more but less than 500,000.00	9,900.00
500,000.00 or more but less than 750,000.00	11,100.00
750,000.00 or more but less than 1,000,000.00	12,300.00
1,000,000.00 or more but less than 2,000,000.00	13,800.00

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
2,000,000.00 or more	at a rate of sixty percent (60%) of one percent (1%)

Provided, that in no case shall the tax on gross sales of ₱ 2,000,000.00 or more be less than ₱11,500.00.

- (f) On banks and other financial institutions, at the rate of fifty percent of one percent (50% of 1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.
- (g) On businesses hereunder enumerated, the graduated tax rates are hereby imposed:
1. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, *carinderias* or food caterers;
 2. Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night clubs, or day clubs, cocktail lounges, cabarets or dance halls, karaoke bars, skating rinks, bath houses, swimming pools, exclusive clubs such as country and sports clubs, resorts and other similar places, billiard and pool tables, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters, ferris wheels, swings, shooting galleries, and other similar contrivances, theaters and cinema houses, boxing stadia, race tracks, cockpits and other similar establishments.
 3. Commission agents
 4. Lessors, dealers, brokers of real estate;
 5. On travel agencies and travel agents
 6. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums
 7. Subdivision owners/ Private Cemeteries and Memorial Parks
 8. Privately-owned markets;
 9. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
 10. Operators of Cable Network System
 11. Operators of computer services establishment

12. General consultancy services
13. All other similar activities consisting essentially of the sales of services for a fee.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 5,000.00	27.50
5,000.00 or more but less than 10,000.00	61.60
10,000.00 or more but less than 15,000.00	104.50
15,000.00 or more but less than 20,000.00	165.00
20,000.00 or more but less than 30,000.00	275.00
30,000.00 or more but less than 40,000.00	385.00
40,000.00 or more but less than 50,000.00	550.00
50,000.00 or more but less than 75,000.00	880.00
75,000.00 or more but less than 100,000.00	1,320.00
100,000.00 or more but less than 150,000.00	1,980.00
150,000.00 or more but less than 200,000.00	2,640.00
200,000.00 or more but less than 250,000.00	3,630.00
250,000.00 or more but less than 300,000.00	4,620.00
300,000.00 or more but less than 400,000.00	6,160.00
400,000.00 or more but less than 500,000.00	8,250.00
500,000.00 or more but less than 750,000.00	9,250.00
750,000.00 or more but less than 1,000,000.00	10,250.00
1,000,000.00 or more but less than 2,000,000.00	11,500.00
2,000,000.00 or more	at a rate of fifty percent (50%) of one percent (1%)

Provided, that in no case shall the tax on gross sales of ₱ 2,000,000.00 or more be less than PHP11,500.00.

(h) On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of PHP 50.00 per peddler annually.

Delivery trucks, vans or vehicles used by manufacturers, producers, wholesalers, dealers or retailers enumerated under Section 141 of R.A. 7160 shall be exempt: from the peddler's tax herein imposed.

The tax herein imposed shall be payable within the first twenty (20) days of January. An individual who will start to peddle merchandise or articles of commerce after January 20 shall pay the full amount of the tax before engaging in such activity.

2. ISSUANCE OF MOTORIZED TRICYCLE OPERATORS PERMIT (MTO)

Motorized Tricycle Operator's Permit (MTO) is a document granting franchise or license to a person, natural or juridical, allowing him to operate tricycles-for-hire over specified zones.

Office or Division:	Business Permit and Licensing Office (BPLO)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All applicants who desire to operate a Motorized Tricycle for Hire.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. No Smoking Sticker		Municipal Health Unit (MHU)		
2. Community Tax Certificate (CTC)		Barangay Hall or Municipal Treasurer's Office (MTO)		
3. Driver's License (1 photocopy)		Land Transportation Office (LTO)		
4. Official Receipt / Certificate of Registration (1 photo Copy)		Land Transportation Office (LTO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill-up logbook and Submit required documents	1. Review and validate the completeness and assessment based on submitted documents.	None	15 mins	<i>Maribel Racca</i> Licensing Officer I Business Permit and Licensing Office
2. Pay Fees based on Local Revenue Code	2. Collect & Issue Official Receipt	Mayor's Permit PHP 150.00 Annual Fee PHP 300.00 Filing Fee PHP 165.00 For New Registration MTOF FEE PHP 100.00 Tricycle Plate Fee PHP 250.00	10 mins	<i>Ednelyn Rose Rualizo</i> LRCO 1 Municipal Treasurer's Office
3. Present OR and Claim Mayor's Permit	3. Release Mayor's Permit	NONE	20 mins	<i>Maribel Racca</i> Licensing Officer I Business Permit and Licensing Office
TOTAL PROCESSING TIME			45 MINUTES	

3. ISSUANCE OF BUSINESS RETIREMENT /CESSATION CERTIFICATE

Any person natural or juridical, subject to the tax on business under Article A, Chapter 11 of this Ordinance shall, upon termination of the business, submit a sworn statement of the gross sales or receipts for the current calendar year within

thirty (30) days following the closure. Any tax due shall first be paid before any business or undertaking is fully terminated. For the purposes hereof, termination shall mean that business operations are stopped completely. Any change in ownership, management and/or name of the business shall not constitute termination as herein contemplated. Unless stated otherwise, assumption of the business by any new owner or manager or re-registration of the same business under a new name will only be considered by the LGU concerned for record purposes in the course of the renewal of the permit or license to operate the business.

Office or Division:	Business Permit and Licensing Office (BPLO)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who my avail:	All Operator/Owner with Registered Business			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Latest Mayor's Permit (1 original copy)			Business Owner	
2. Barangay Certificate stating the actual closure of the business (1 original copy)			Barangay Hall	
3. Market Clearance (if the business if within SVTM) (1 original copy)			SVTM Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1. Review and validate the completeness of submitted documents.	NONE	10 mins	<i>Maribel Racca</i> Licensing Officer I Business Permit and Licensing Office
	1.2. Prepare Closure Certificate	None	5 mins	
2. Pay Fees based on Local Revenue Code	2. Collect & Issue Official Receipt	PHP 100.00	10 mins	<i>Ednaly Rose Rualizo</i> LRCO 1 Municipal Treasurer's Office
3. Present OR and Claim Closure Certificate	3. Release Closure Certificate	NONE	5 mins	<i>Maribel Racca</i> Licensing Officer I

				Business Permit and Licensing Office
TOTAL PROCESSING TIME			30 MINUTES	

4. ISSUANCE OF MOBILE TRADER'S PERMIT

A Mobile Trader is a person, who either for himself or commission, travels from place to place and sells his goods or sells and offers to deliver the same, using a vehicle. Subsumed in this definition are rolling stores, portable stores, and similar arrangements.

Office or Division:	Business Permit and Licensing Office (BPLO)			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who my Avail:	All mobile traders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Mayor's Permit (1 original copy)			Business Owner	
2. Sanitary Permit (1 original copy)			Municipal Health Unit (MHU)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign In Logbook and Submit required documents	1. Review and validate the completeness of submitted documents.	NONE	5 mins	<i>Maribel Racca</i> Licensing Officer I Business Permit and Licensing Office
	1.2. Prepare Traders Permit	NONE	5 mins	
2. Pay Fees based on Local Revenue Code	2. Collect & Issue Official Receipt	Mayors Permit PHP 500.00 Mobile Traders Tax	10 mins	<i>Ednaly Rose Rualizo</i> LRCO 1 Municipal Treasurer's Office

		one percent (1%) on the gross receipts		
3. Present OR and Claim Mayors Permit	3. Release Traders Permit	NONE	3 mins	<i>Maribel Racca</i> Licensing Officer I Business Permit and Licensing Office
TOTAL PROCESSING TIME			23 INUTES	

5.ISSUANCE OF PERMIT TO HANG STREAMERS, PRODUCT PROMOTION

These permits are regulatory in nature. Fees are collected to cover the cost of regulation and maintenance of these facilities.

Office or Division:	Business Permit and Licensing Office (BPLO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who my avail:	All Residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Hanging Streamers 1. Letter Request			Applicant	
For Product Promotion 1. Letter Request 2. Mayor's Permit			Applicant Mayors Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign In Logbook And Submit required documents	1. Review and validate the completeness of submitted documents	NONE	5 mins	<i>Maribel Racca</i> Licensing Officer I Business Permit and Licensing Office
	1.2. Prepare Mayor's Permit	NONE	5 mins	

2. Pay Fees based on Local Revenue Code	2. Collect & Issue Official Receipt	PHP 100.00/pc	10 mins	<i>Clarice Ann Rocero</i> Administrative Aide IV Municipal Treasurer's Office
3. Present OR and Claim Mayor's Permit'	3. Release Mayor's Permit	NONE	10 mins	<i>Maribel Racca</i> Licensing Officer I Business Permit and Licensing Office
TOTAL PROCESSING TIME			30 MINUTES	

6. Processing of Permit to Conduct of Mobile Advertisement to Promote A Product Parade or Motorcade, Work Permit and Use of San Vicente Municipal Gymnasium

All business applicants seeking for an advertisement within the municipality.

Office of Division	Business Permit and Licensing Office (BPLO)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may Avail:	All business establishments			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
Request Letter			Applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook	1. Entertain client.	None	1 minute	<i>Maribel Racca</i> Licensing Officer I Business Permit and Licensing Office
2. Submit application letter and wait while	2. Review the document submitted	None	3 mins.	<i>Maribel Racca</i> Licensing Officer I

document is being reviewed				Business Permit and Licensing Office
3. Get order of payment	3. Issue order of payment and Prepare Permit	None	3 mins.	<i>Maribel Racca</i> <i>Licensing Officer I</i> Business Permit and Licensing Office
4. Pay the required fees	4. Issues the Official Receipt	Daytime rate PHP 300.00 in first 4 hours plus PHP 100.00 /hour excess Daytime rate with sounds & video PHP 400.00 in first four hours plus PHP 150.00 per hour excess Night time rate PHP 500.00 in first 4-hours plus PHP 200.00 / hour excess -Night time rate with sounds & video PHP 600.00 in first four hours plus PHP 200 per hour excess	2 mins.	Clarice Ann Rocero Admin. Aide IV Treasury Office
5. Receive / Get Permit	5. Release Permit	None	1 minute	<i>Maribel Racca</i> <i>Licensing Officer I</i> Business Permit and Licensing Office
TOTAL PROCESSING TIME			10 INUTES	

7. Issuance of Mayor's Permit

All business applicants in the municipality.

Office of Division	Business Permit and Licensing Office (BPLO)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may Avail:	All business establishments			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Request		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required document	1. Review and scan requirements 2. Enter application details at the system 3. Verify and send application to the endorsing offices (Building, Health and BFP)	None	5 mins. 5 mins. 2 mins.	<i>Maribel Racca</i> <i>Licensing Officer I</i> Business Permit and Licensing Office
2. Pay bills based on Local Revenue Code	1. Assess and issue official receipts 2. Send back the application to BPLO	Business Plate (new registration) Php 300.00	15 mins.	<i>Maribel Racca</i> <i>Licensing Officer I</i> Business Permit and Licensing Office
3. Claim Mayor's Permit	1. Print and Release Mayor's Permit	None	5 mins.	<i>Maribel Racca</i> <i>Licensing Officer I</i> Business Permit and Licensing Office
TOTAL PROCESSING TIME			32 MINUTES	