

SECURING BUSINESS PERMIT

Office/Department:

Business Permit Office
G/F, Makati City Hall Main Bldg. II
J.P. Rizal St., Poblacion, Makati City

Contact Person:

Atty. Maribert Q. Pagente
OIC, Business Permit Office
Tel. No.: 8870-1359, 8870-1362, 8870-138

Taxpayers are required to submit the following documents:

For New Business Application:

1. Locational Clearance
2. Contract of lease between the lessor and lessee. If Leased attach Mayor's Permit of the Building owner / landlord as a Real Estate Lessor.
If not, Contract of Lease between the Lessee and the Sub-Lessee with conformity of the Owner or the Building Administrator.
If Owned, Transfer Certificate of Title (TCT) or Tax Declaration.
3. Business Name Registration with the DTI if sole/single proprietorship
4. Approved Articles of Incorporation or Articles of Partnership
5. Barangay Clearance
6. Public Liability Insurance (CGL)
7. Inspection Report
8. Other pertinent information, documents and data that maybe required, depending on the nature or type of business.

For Business Renewal:

1. Notarized application Form (triplicate copy)
 - 1.1 Declaration of Gross Sales / Receipts for the preceding year.
 - 1.2 Number of Employees
 - 1.3 Capital Investment / Paid-up Capital
2. Previous Year Mayor's Business Permit / Billing Assessment
3. Audited Financial Statement and/or Income Tax Return for the YEAR 2017.

Example: Income Tax Returns and FS for the taxable year 2017 which were filed and paid with the BIR on or before April 15, 2018.

For Consolidated FS, attached breakdown of gross sales /receipts and proof of payment from other City / Municipalities.

For Fiscal Year FS, attached breakdown of gross sales/receipts from January to December.

4. Barangay Clearance for Business
5. Residence Cert. A and B for Sole Proprietorship, C and C1 in case of Corporation or Partnership.
6. Public Liability Insurance (Exemption: Sari - Sari Store, Carinderia and Lessor except Bldg.)



PROCESS FLOW

Steps	Taxpayer	Office	Process	Employee-in-Charge	Fees	Time Frame
<div style="border: 1px solid black; padding: 5px; text-align: center;">1. Submission and Assessment</div>	Fill up Application Form and Attach Complete Requirements	Business Permit Office, Ground Floor, Makati City Hall Parking Building.	a. Check completeness of requirements and assess taxes, fees and charges. <i>Note: If business is considered "subject for inspection", instruct the Taxpayer to proceed to Inspection Division (3 working days)</i>	Business Assessor (window 10-17)	Refer to Sec. 3A.02 and 03 (Business Tax), Sec. 4A.01 (Mayors Permit Fees) and Sec. 5F.01 (Sanitary Permits Fees) and Sec. 5G.01 (Garbage Fees) of RMRC	30 minutes
			b. Approve Business Permit Application and Assessment	Chief, BPO (for and by Authority of the Mayor)		
<div style="border: 1px solid black; padding: 5px; text-align: center;">2. Payment</div>	Pay corresponding Tax and Fees	Business Tax Division, Ground Floor, Makati City Hall Parking Building.	Accept Payment	Cashier, Business Tax Division (window 1-11)		5 minutes
<div style="border: 1px solid black; padding: 5px; text-align: center;">3. Release of Permit</div>	Claim Business Permit, Sanitary Permit and FSI Notice	Business Permit Office, Ground Floor, Makati City Hall Parking Bldg.	Assessment and Stamp of Fire Safety Inspection Notice	Clerk (BFP)	Refer to BFP	15 minutes
			Issuance of Sanitary Certificate	Clerk (MHD – ESHS)		
			Released Approved Permit/License with Mayor's Permit and other pertinent documents to applicant	Clerk BPO		
						50 mins.

Source: Business Permit Office (BPO), 2018