



Republic of the Philippines
Province of Bulacan
Municipality of Paombong

CITIZEN'S CHARTER

R.A. 9485 ANTI-RED TAPE ACT OF 2007

PERMITS AND LICENSE OFFICE

MISSION

To be an effective partner of the Local Government Unit in giving out excellent public through an increase in local revenue by means of an efficient collection system of permits and licenses fees.

VISSION

To continuously promulgate to the public to municipality progress at the proper and timely payment of permits and licenses fees.

FRONTLINE SERVICE: BUSINESS LICENSE/ PERMITS

A. SCHEDULE OF SERVICE

8:00 am – 5:00 pm (Monday to Friday)

B. WHO MAY AVAIL OF THE SERVICE?

Businessmen with a business establishment in the municipality.

C. REQUIREMENTS IN SECURING BUSINESS PERMITS / LICENSE

FOR NEW BUSINESS

- UNIFIED APPLICATION FORM
- DTI / SEC / CDA
- BRGY. BUSINESS CLEARANCE
- COMMUNITY TAX CERTIFICATE (CEDULA)
- ZONING CERTIFICATE
- OCCUPANCY
- SANITARY PERMIT
- FSIC (FIRE SAFETY INSPECTION CERT)
- CONTRACT OF LEASE (IF RENTAL)
- CNC / ECC

FOR RENEWAL OF BUSINESS

- UNIFIED APPLICATION FORM
- DTI / SEC / CDA
- BRGY. BUSINESS CLEARANCE
- COMMUNITY TAX CERTIFICATE (CEDULA)
- PERMIT TO OCCUPY (ENG'G)
- SANITARY PERMIT
- FIRE CERTIFICATE
- CONTRACT OF LEASE (IF RENTAL)
- BIR CERTIFICATION/ FS
- ZONING APPROVAL
- CNC / ECC

D. HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	TIME TO COMPLETE	PERSONS IN CHARGE	AMOUNT OF FEES
1.) Encoding and Assessment	5 Minutes	Mr. Reynaldo C. Bondoc	None
2.) Payment	5 Minutes	Treasurer's Office	Assessed Amount
3.) Releases of the Mayor's Permit with signature	1 to 2 days	Mr. Reynaldo C. Bondoc	None

ADDITIONAL REQUIREMENTS FOR RENEWAL

- Sworn Statement of Financial Gross Receipts of Sales of the Proceeding Calendar Year / Audited Financial Statement (BIR)
- Certificate attesting in the Tax Exemption if the Business Tax Exempt

REQUIREMENTS OF RETIREMENT OR TERMINATION OF BUSINESS

- Brgy. Certification for Closure
- Affidavit of Business Closure
- Sworn Statement of the Gross Sales or Receipts
- Latest Mayor's Permit

FRONTLINE SERVICE II: MOTOR FRANCHISE

A. SCHEDULE OF SERVICE

8:00 am – 5:00 pm (Monday to Friday)

B. WHO MAY AVAIL OF THE SERVICE?

Tricycle Franchise Holders

C. REQUIREMENTS:

1. Photocopy of Brgy. Clearance
2. Photocopy of Cedula
3. Photocopy of OR/CR of Motorcycle / Purchase Receipt of Motorcycle
4. Notarized Deed of Sale of Franchise (If any)
5. Notarized Deed of Sale of Motorcycle (If any)

D. HOW TO AVAIL OF THE SERVICES

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	TIME TO COMPLETE (Under Normal Circumstances)	PERSON IN-CHARGE	AMOUNT OF FEES
1	Accomplished Application Form together with the other requirements.	Review Application Form Verifies/ Examines the Requirements and Application Form. Proceed to Treasurer's Office for Payment.	2-3 Minutes	Mr. Reynaldo Bondoc	None None Assessed Amount