BUSINESS PERMITS AND LICENSING OFFICE EXTERNAL SERVICES

1. ISSUANCE OF NEW BUSINESS/MAYOR'S PERMIT (ON-SITE AND KIOSK)

All enterprises are required to secure a Business License and Mayor's Permit, and pay business taxes before the start of commercial operations.

OFFICE OR DIVISION	Business Permits and Licensing Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business			
WHO MAY AVAIL THE	All proprietors with new business in the City of Imus			
SERVICE				
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
FOR ONSITE: Please fill-out the B		Business One-Stop Shop (BOSS), https://cityofimus.gov.ph		
Form/Unified Form (provided by E				
with the following requirements to	o the Counter/Window:			
FOR KIOSK: Please fill-out the Bu		Business One-Stop Shop (BOSS) KIOSK		
Form/Unified Form using the KIO				
requirements to the Counter/Wind	iow:			
Proof of Registration -DTI, if Sole Proprietorship		Business One-Stop Shop (BOSS), https://bnrs.dti.gov.ph/registration, Imus Satellite Office		
2 Copies - 1 Original, 1 Photocopy or		- The District Mall, City of Imus, Any DTI Office		
2 dopies i driginal, i i notodopy di		The district Mail, City of liftus, Arry DTI Office		
-SEC Registration, if Partnership or Corporation		https://crs.sec.gov.ph/; Secretariat Building, PICC Complex		
2 Copies COMPLETE SET - 1 Original, 1 Photocopy or		Roxas Boulevard, Metro Manila Philippines		
-CDA, if Cooperative		https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents; 827		
2 Copies - 1 Original, 1 Photocopy		Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary		
		cooperatives, this power has been delegated to the Regional or Extension Offices		
- Housing and Land Use Regulatory Board (HLURB) Registration /				
Department of Human Settlement a		https://dhsud.gov.ph/services/homeowners-association/;		
(DHSUD) Registration (for Homeow		DHSUD Building, Kalayaan Avenue, corner Mayaman Street, Diliman, Quezon City, 1101		
Proof of right of applicant to use		From the owner of the business place		
-Certified True Copy of Original Cert				
True Copy of Transfer Certificate of				
-Notarized Deed of Sale (if owned)- Original and 1 Photocopy-				
complete set				



Nataria d Contract to Call (if an denomination). Original and 4	
-Notarized Contract to Sell (if under amortization) -Original and 1	
Photocopy-complete set	
-Notarized Contract of Lease and Lessor's Business Permit (if	
renting)- Original and 1 Photocopy-complete set	
-Notarized Memorandum of Agreement/ Notarized written consent	
of property owner (if not owned, not renting) -Original and 1	
Photocopy-complete set	
- Death Certificate, Extrajudicial Settlement/Last Will and	
Testament/Affidavit of Self-Adjudication, Affidavit of Heirship and	
Written Consent for one of the heirs to use the property for	
business (if the title owner is deceased)- Original and 1	
Photocopy-complete set	
-Notarized Consent of other title owner (if the business owner is	
one of the title owner)-Original	
-Secretary's Certificate (if title is single owned-for Corporation)-	
Original,	
-Certificate of Award Notice from NHA (if without title but with	
Tax Declaration) Original and 1 Photocopy	
-Affidavit of Sworn Declaration of all real properties for rent with	
tenants listed therein- Original (if lessor)	
Location plan or sketch of the location with picture of	From the owner of the business
establishment (front, right, left side view including the road, and	
interior view)-1 Copy-complete set	
Certificate of Occupancy, if applicable -Original and 1	From the owner of the business/City Building Official Office
Photocopy	
OTHER REQUIREMENTS THAT MAY BE NEEDED:	
Market Clearance - for business located in public market-	From the Economic Enterprise Management Office (EEMO) located at Imus Public Market
Original and 1Photocopy	
Franchise Agreement and Consent	From the Franchisor of the business
for franchisee-Original and 1 Photocopy	
Clearance	From City Veterinary Office
for meat retailer, poultry and pet supplies retailer - Original	
Annual Report to DHSUD (received/stamped)	From DHSUD
for Homeowners' Association - Original and 1 Photocopy	



Written Authorization Letter/ SPA/ Secretary's	From the owner of the business
Certificate/Partnership Certificate with I.D.s from owner and	
authorized representative-(if Representative)1 Photocopy	
Letter of No Objection – Original	From Office of the City Mayor
Approval from the City Mayor – Original	From Office of the City Mayor
Barangay Clearance/Endorsement for business (if not yet integrated) -Original and 2 Photocopies	From Barangay Hall where the business is located
Barangay Resolution -1 Photocopy	From Barangay Hall where the business is located
Homeowner's Association Resolution (HOA) endorsing the project or business, if the location of the business is within a Residential Subdivision -Original and 1 Photocopy	From Homeowner's Association of the Subdivision where the business is located
-Tax declaration and Updated Tax Receipt - Original and 1 Photocopy	From the Land Tax Office - Official Receipt of Real Property Tax-Amilyar
Other documents that may be necessary (depending on the nature of business)	
Certificate of Attendance on Solid Waste Management Seminar (must attend seminar conducted by CENRO)	From City Environment and Natural Resources Office (CENRO)
Certificate of Non-Coverage (CNC) DENR-EMB (www.emb.gov.ph) - for WATER STATION, JUNKSHOPS, MEDICAL & DENTAL CLINIC, LABORATORIES, LAUNDRY, CARWASH - 1 Photocopy	From DENR-EMB (www.emb.gov.ph)
Environmental Compliance Certificate (ECC) DENR-EMB (www.emb.gov.ph) - for INDUSTRY, HOSPITAL, GASOLINE STATION, FUNERAL HOMES, MALL, SUPERMARKET, MANUFACTURER, FACTORY, POULTRY, PIGGERY, OTHER BUSINESS POSES POTENTIAL RISK/IMPACT TO ENVIRONMENT - 1 Photocopy	From DENR-EMB (www.emb.gov.ph)
Contract/MOA with Private Hauler - private hauler must have MOA with Sanitary Landfill and Certificate of Disposal for MALL, FASTFOOD CHAIN, RESTAURANT, SUPERMARKET, LARGE SCALE INDUSTRY, FACTORY (MANUFACTURING), WAREHOUSE, ET.AL- 2 Photocopies	From Private Hauler
Contract/MOA with Private Infectious/Hazardous Waste Hauler (Certificate of Safe Disposal) for MEDICAL INFECTIOUS/TOXIC WASTE-2 Photocopies	From DENR accredited Hauler



Discharge Permit (Water Pollution) -FOR REST AURANTS, SHOPPING MALLS, COMMERCIAL LABORATORIES, HOSPITAL, MARKETS, COMMERCIAL CONDOMINIUMS, OTTELS, GASOLINE STATIONS, FUNERAL PARLOR, & OTHER ESTABLISHMENTS THAT USE WATER & DISCHARGE IT EVENTUALLY - 1 Photocopy Hazardous Waste Generators ID & Contract/MOA with Private Infectious/Hazardous Waste Hauler (Certificate of Safe Disposal)-FOR RESTAURANTS, SHOPPING MALLS, COMMERCIAL CONDOMINIUMS, HOTELS, GASOLINE STATIONS, FUNERAL PARLOR, & OTHER ESTABLISHMENTS THAT USE CHEMICAL DISCHARGE/HAZARDOUS SUBSTANCES - 1 Photocopy Permit to Operate (Air Pollution) - FOR MANUFACTURING/INDUSTRY with furnaces, boilers, generators, or any operation producing dust or particulate matter - 1 Photocopy Picture of Grease Trap FOR RESTAURANT, EATERY, CARINDERIA - 1 Photocopy Water Permit from National Water Resources Board (mwrb.gov.ph) if source of water is from deep well -FOR WATER REFILLING STATION, CARWASH, LAUNDRY) - 1 Photocopy Latest Result of Microbiological Examination FOR FOOD ESTABLISHMENT & WATER STATION - Original Latest Result of Physico-Chemical Analysis Examination for food establishment & water station - Original Latest Result of Inorth validity) - Original Latest Result of Microbiological Examination For FOOD ESTABLISHMENT & WATER STATION - Original Latest Result of Inorth validity) - Original Latest Result of Physico-Chemical Analysis Examination for food establishment, water station - Original Latest Result of Inorth validity) - Original Latest Result of Microbiological Examination For FOOD ESTABLISHMENT & WATER STATION - Original Latest Result of Physico-Chemical Analysis Examination From Department of Health (DOH)Accredited Laboratory		
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Fecalysis (1 month validity) – Original Chest X-Ray (6 months validity) – Original From Department of Health (DOH)Accredited Laboratory	, , ,	From Department of Health (DOH)Accredited Laboratory
Drug Test (1 year validity) – Original Pest/Vermin Control for food establishment, fast-food chain, supermarket – Original From Department of Health (DOH)Accredited Laboratory From any legitimate Pest Control establishments		
Pest/Vermin Control for food establishment, fast-food chain, supermarket – Original	Chest X-Ray (6 months validity) – Original	From Department of Health (DOH)Accredited Laboratory
for food establishment, fast-food chain, supermarket – Original	Drug Test (1 year validity) – Original	From Department of Health (DOH)Accredited Laboratory
for food establishment, fast-food chain, supermarket – Original	Pest/Vermin Control	From any legitimate Pest Control establishments
	for food establishment, fast-food chain, supermarket – Original	





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the complete requirements 2. Pay the required fee(s)	1. Assess the requirements and issue the Business Tax Order of Payment (Assessment Form) 2. Receive the payment. Pass the Business Tax Order of Payment (Assessment Form), O.R., CTC, to BFP personnel for Fire Inspection Fee payment, then to Sanitary Inspector for Sanitary Permit	 Mayor's Permit Fee Zoning Fee - Based on Type of Establishment Building Inspection Fee - Based on Type of Structure Garbage Fee -Based on Type of Establishment Environmental Protection Fee-Based on Type of Establishment Sanitary Inspection Fee - Based on Type of Establishment Sanitary Inspection Fee - Based on Type of Establishment Fire Safety Inspection Fee - 15 % of total assessment excluding business tax Business Plate - Php 200.00 per 	20 minutes 10 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion; Rolando Dela Cruz; Ma. Elinor Laureles; Roehl Mañago, Jr.; Dianne Lois Marcial; Ruby Ordoñez; Glenn Elmer Ramirez City Treasurer's Office assigned personnel
3. Claim the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	3. Issue the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	Business Plate None	30 minutes	Norman Angeles; Luisito Dominguez; Felizardo San Jose, Jr.; Melani Unawa; Richard Villanueva; Zecel Secretario
	•	e Client Satisfaction Rating Form		1
	TOTAL	Based on computation	1 hour	



Mayor's Permit Fee

(a.) On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and I of City Ordinance No. 04-133 S. 2019:

Asset Size	Amount	Asset Size	Amount
P 10,000.00 and below	150.00	Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 10,000.00 to P 30,000.00	225.00	Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 30,000.00 to P 50,000.00	300.00	Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 50,000.00 to P 75,000.00	375.00	Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 75,000.00 to P 100,000.00	450.00	Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 100,000.00 to P 200,000.00	525.00	Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 200,000.00 to P 350,000.00	600.00	Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 350,000.00 to P 500,000.00	700.00	Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 500,000.00 to P 750,000.00	800.00	Over P 30,000,000.00	60,000.00
Over P 750,000.00 to P 850,000.00	1,000.00		

(b). On Banks

Rural Banks (Main or Branch)	P 5,000.00
Thrift Banks (Main or Branch)	5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)	10,000.00
Universal Banks (Branch)	20,000.00

On Main Offices, one half (1/2) of the Permit Fee enumerated.

(c.) On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00



2. ISSUANCE OF NEW BUSINESS/MAYOR'S PERMIT (ONLINE)

All enterprises are required to secure a Business License and Mayor's Permit, and pay business taxes before the start of commercial operations.

OFFICE OR DIVISION	Business Permits and Licensing	Business Permits and Licensing Office		
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business			
WHO MAY AVAIL THE	All proprietors with new busines	s in the City of Imus		
SERVICE				
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE		
Proof of Registration				
-DTI, if Sole Proprietorship		Business One-Stop Shop (BOSS), https://bnrs.dti.gov.ph/registration, Imus Satellite Office		
2 Copies - 1 Original, 1 Photocopy	or	 The District Mall, City of Imus, Any DTI Office 		
-SEC Registration, if Partnership or	Corporation	https://crs.sec.gov.ph/; Secretariat Building, PICC Complex		
2 Copies COMPLETE SET - 1 Orig	inal, 1 Photocopy or	Roxas Boulevard, Metro Manila Philippines		
-CDA, if Cooperative		https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents; 827		
2 Copies - 1 Original, 1 Photocopy		Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary		
		cooperatives, this power has been delegated to the Regional or Extension Offices		
- Housing and Land Use Regulatory				
Department of Human Settlement a		https://dhsud.gov.ph/services/homeowners-association/;		
(DHSUD) Registration (for Homeov		DHSUD Building, Kalayaan Avenue, corner Mayaman Street, Diliman, Quezon City, 1101		
Proof of right of applicant to use		From the owner of the business place		
-Certified True Copy of Original Cer				
True Copy of Transfer Certificate of				
-Notarized Deed of Sale (if owned)	- Original and 1 Photocopy-			
complete set				
-Notarized Contract to Sell (if unde	r amortization) -Original and 1			
Photocopy-complete set				
-Notarized Contract of Lease and Lessor's Business Permit (if				
renting)- Original and 1 Photocopy				
-Notarized Memorandum of Agreen				
of property owner (if not owned, no	ot renting) -Original and 1			
Photocopy-complete set	ttle ve evet/Le et \A/:II = = =			
- Death Certificate, Extrajudicial Se				
Testament/Affidavit of Self-Adjudication, Affidavit of Heirship and				





business (if the title owner is deceased)- Original and 1 Photocopy-complete set -Notarized Consent of other title owner (if the business owner is one of the title owner)-Original -Secretary's Certificate (if title is single owned-for Corporation)- Original, -Certificate of Award Notice from NHA (if without title but with Tax Declaration) Original and 1 Photocopy -Affidavit of Sworn Declaration of all real properties for rent with tenants listed therein- Original (if lessor) Location plan or sketch of the location with picture of establishment (front, right, left side view including the road, and interior view)-1 Copy-complete set Certificate of Occupancy, if applicable -Original and 1 Photocopy Ther REQUIREMENTS THAT MAY BE NEEDED: Market Clearance - for business located in public market- Original and 1 Photocopy Tranchise-Original and 1 Photocopy From the Economic Enterprise Management Office (EEMO) located at Imus Public Market Original and 1 Photocopy From the Franchises of the business From DHSUD F	Muittan Canant for any of the hairs to use the property for	
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Annual Report to DHSUD (received/stamped) for Homeowners' Association - Original and 1 Photocopy Written Authorization Letter/ SPA/ Secretary's Certificate/Partnership Certificate with I.D.s from owner and authorized representative-(if Representative)1 Photocopy Letter of No Objection - Original Approval from the City Mayor - Original From Office of the City Mayor From Barangay Clearance/Endorsement for business (if not yet integrated) - Original and 2 Photocopies Barangay Resolution -1 Photocopy From Barangay Hall where the business is located From Barangay Hall where the business is located From Homeowner's Association of the Subdivision where the business is located From Homeowner's Association of the Subdivision where the business is located	Clearance	From City Veterinary Office
Written Authorization Letter/ SPA/ Secretary's Certificate/Partnership Certificate with I.D.s from owner and authorized representative-(if Representative)1 Photocopy Letter of No Objection – Original Approval from the City Mayor – Original Barangay Clearance/Endorsement for business (if not yet integrated) - Original and 2 Photocopies Barangay Resolution -1 Photocopy Homeowner's Association Resolution (HOA) endorsing the project or business, if the location of the business is within a Residential Subdivision -Original and 1 Photocopy From Homeowner's Association of the Subdivision where the business is located From Homeowner's Association of the Subdivision where the business is located From Homeowner's Association of the Subdivision where the business is located	for meat retailer, poultry and pet supplies retailer - Original	
Written Authorization Letter/ SPA/ Secretary's Certificate/Partnership Certificate with I.D.s from owner and authorized representative-(if Representative)1 Photocopy Letter of No Objection – Original Approval from the City Mayor – Original Barangay Clearance/Endorsement for business (if not yet integrated) -Original and 2 Photocopies Barangay Resolution -1 Photocopy From Barangay Hall where the business is located From Barangay Hall where the business is located From Homeowner's Association Resolution (HOA) endorsing the project or business, if the location of the business is within a Residential Subdivision -Original and 1 Photocopy From Homeowner's Association of the Subdivision where the business is located From Homeowner's Association of the Subdivision where the business is located	Annual Report to DHSUD (received/stamped)	From DHSUD
Certificate/Partnership Certificate with I.D.s from owner and authorized representative-(if Representative)1 Photocopy Letter of No Objection – Original Approval from the City Mayor — Original Barangay Clearance/Endorsement for business (if not yet integrated) -Original and 2 Photocopies Barangay Resolution -1 Photocopy From Barangay Hall where the business is located From Barangay Hall where the business is located From Barangay Hall where the business is located From Homeowner's Association of the Subdivision where the business is located From Homeowner's Association of the Subdivision where the business is located		
authorized representative-(if Representative) 1 PhotocopyLetter of No Objection – OriginalFrom Office of the City MayorApproval from the City Mayor – OriginalFrom Office of the City MayorBarangay Clearance/Endorsement for business (if not yet integrated) - Original and 2 PhotocopiesFrom Barangay Hall where the business is locatedBarangay Resolution -1 PhotocopyFrom Barangay Hall where the business is locatedHomeowner's Association Resolution (HOA) endorsing the project or business, if the location of the business is within aFrom Homeowner's Association of the Subdivision where the business is locatedResidential Subdivision -Original and 1 PhotocopyFrom Homeowner's Association of the Subdivision where the business is located		From the owner of the business
Letter of No Objection – Original Approval from the City Mayor – Original Barangay Clearance/Endorsement for business (if not yet integrated) -Original and 2 Photocopies Barangay Resolution -1 Photocopy Barangay Resolution Resolution (HOA) endorsing the project or business, if the location of the business is within a Residential Subdivision -Original and 1 Photocopy From Office of the City Mayor From Barangay Hall where the business is located From Barangay Hall where the business is located From Homeowner's Association of the Subdivision where the business is located		
Approval from the City Mayor – Original Barangay Clearance/Endorsement for business (if not yet integrated) -Original and 2 Photocopies Barangay Resolution -1 Photocopy From Barangay Hall where the business is located From Homeowner's Association of the Subdivision where the business is located From Homeowner's Association of the Subdivision where the business is located		
Barangay Clearance/Endorsement for business (if not yet integrated) -Original and 2 Photocopies Barangay Resolution -1 Photocopy From Barangay Hall where the business is located From Homeowner's Association of the Subdivision where the business is located From Homeowner's Association of the Subdivision where the business is located		
Integrated) -Original and 2 Photocopies Barangay Resolution -1 Photocopy From Barangay Hall where the business is located Homeowner's Association Resolution (HOA) endorsing the project or business, if the location of the business is within a Residential Subdivision -Original and 1 Photocopy From Barangay Hall where the business is located From Homeowner's Association of the Subdivision where the business is located		
Barangay Resolution -1 Photocopy Homeowner's Association Resolution (HOA) endorsing the project or business, if the location of the business is within a Residential Subdivision -Original and 1 Photocopy From Barangay Hall where the business is located From Homeowner's Association of the Subdivision where the business is located		From Barangay Hall where the business is located
Homeowner's Association Resolution (HOA) endorsing the project or business, if the location of the business is within a Residential Subdivision -Original and 1 Photocopy		
project or business, if the location of the business is within a Residential Subdivision -Original and 1 Photocopy		
Residential Subdivision -Original and 1 Photocopy		From Homeowner's Association of the Subdivision where the business is located
Residential Subdivision -Original and 1 Photocopy		
	Residential Subdivision -Original and 1 Photocopy	





-Tax declaration and Updated Tax Receipt - Original and 1	From the Land Tax Office - Official Receipt of Real Property Tax-Amilyar
Photocopy	
Other documents that may be necessary (depending on the nature of business)	
Certificate of Attendance on Solid Waste Management	From City Environment and Natural Resources Office (CENRO)
Seminar (must attend seminar conducted by CENRO)	
Certificate of Non-Coverage (CNC) DENR-EMB	From DENR-EMB (www.emb.gov.ph)
(www.emb.gov.ph) - for WATER STATION, JUNKSHOPS,	
MEDICAL & DENTAL CLINIC, LABORATORIES, LAUNDRY,	
CARWASH - 1 Photocopy	
Environmental Compliance Certificate (ECC) DENR-EMB	From DENR-EMB (www.emb.gov.ph)
(www.emb.gov.ph) - for INDUSTRY, HOSPITAL, GASOLINE	
STATION, FUNERAL HOMES, MALL, SUPERMARKET, MANUFACTURER, FACTORY, POULTRY, PIGGERY, OTHER	
BUSINESS POSES POTENTIAL RISK/IMPACT TO	
ENVIRONMENT - 1 Photocopy	
Contract/MOA with Private Hauler - private hauler must have	From Private Hauler
MOA with Sanitary Landfill and Certificate of Disposal for	
MALL, FASTFOOD CHAIN, RESTAURANT, SUPERMARKET,	
LARGE SCALE INDUSTRY, FACTORY (MANUFACTURING),	
WAREHOUSE, ET.AL- 2 Photocopies	
Contract/MOA with Private Infectious/Hazardous Waste Hauler	From DENR accredited Hauler
(Certificate of Safe Disposal) for MEDICAL	
INFECTIOUS/TOXIC WASTE-2 Photocopies	E DEVID EMB (
Discharge Permit (Water Pollution) -FOR RESTAURANTS,	From DENR-EMB (www.emb.gov.ph)
SHOPPING MALLS, COMMERCIAL LABORATORIES, HOSPITAL, MARKETS, COMMERCIAL CONDOMINIUMS,	
HOTELS, GASOLINE STATIONS, FUNERAL PARLOR, &	
OTHER ESTABLISHMENTS THAT USE WATER & DISCHARGE	
IT EVENTUALLY - 1 Photocopy	
Hazardous Waste Generators ID & Contract/MOA with Private	From Private Infectious/Hazardous Waste Hauler
Infectious/Hazardous Waste Hauler (Certificate of Safe	
Disposal)-FOR RESTAURANTS, SHOPPING MALLS,	
COMMERCIAL LABORATORIES, HOSPITAL, MARKETS,	
COMMERCIAL CONDOMINIUMS, HOTELS, GASOLINE	
STATIONS, FUNERAL PARLOR, & OTHER ESTABLISHMENTS	





THAT USE CHEMICAL DISCHARGE/HAZARDOUS SUBSTANCES - 1 Photocopy				
Permit to Operate (Air Pollution) - FOR MANUFACTURING/INDUSTRY with furnaces, boilers, generators, or any operation producing dust or particulate matter - 1 Photocopy		From DENR-EMB (www.emb.gov.ph)		
Picture of Grease Trap FOR RESTAURANT, EATERY, CARINDERIA - 1 Photocopy		From the owner of the business		
Water Permit from National Water Resources Board (nwrb.gov.ph) if source of water is from deep well -FOR WATER REFILLING STATION, CARWASH, LAUNDRY) - 1 Photocopy		From National Water Resources Board (NWRB) (nwrb.gov.ph)		
Latest Result of Microbiological Examination FOR FOOD ESTABLISHMENT & WATER STATION - Original		From Water Testing Laboratory		
Latest Result of Physico-Chemical Analysis Examination for food establishment & water station – Original		From Water Testing Laboratory		
Health Certificate of Staff for food establishment, water station, salon, and spa – Original		From City Health Office		
Urinalysis (1 month validity) – Or Fecalysis (1 month validity) – Ori		From Department of Health (DOH)Acc From Department of Health (DOH)Acc	,	
Chest X-Ray (6 months validity) -	- Original	From Department of Health (DOH)Acc	redited Laboratory	
Pest/Vermin Control for food establishment, fast-food		From Department of Health (DOH)Accredited Laboratory From any legitimate Pest Control establishments		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to https://egovcityofimus.ph/bpl/ 1.1 Sign in using your email address or mobile number 1.2 Fill-out the Online Application Form 1.3 Attach the complete requirements 1.4 A notification will be sent to your mobile no./email for the	Assess the requirements and issue the Business Tax Order of Payment (Assessment Form)	None	20 minutes (time may vary on the speed of the internet connection) (stop time)	Mary Grace Basa; Regina Camaclang; Ruby Concepcion; Rolando Dela Cruz; Ma. Elinor Laureles; Roehl Mañago, Jr.; Dianne Lois Marcial; Ruby Ordoñez; Glenn Elmer Ramirez



Business Tax Order of Payment				
2. Pay the required fee(s) thru: • Link.bizPortal (www.landbank.com and click on Link.bizPortal) • Starpay (www.starpay.com.ph or download the app Starpay) • Gcash (www.gcash.com or download the app Gcash)	2. Receive the payment	 Mayor's Permit Fee Zoning Fee - Based on Type of Establishment Building Inspection Fee - Based on Type of Structure Garbage Fee -Based on Type of Establishment Environmental Protection Fee-Based on Type of Establishment Sanitary Inspection Fee - Based on Type of Establishment Fire Safety Inspection Fee - 15 % of total assessment excluding business tax Business Plate - Php 200.00 per Business Plate 	10 minutes (time may vary on the speed of the internet connection) (stop time)	City Treasurer's Office assigned personnel
3. Visit the Business One-Stop Shop (BOSS) to pay the Fire Inspection Fee and claim the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	None	30 minutes	Norman Angeles; Luisito Dominguez; Felizardo San Jose, Jr.; Melani Unawa; Richard Villanueva; Zecel Secretario
	Fill-out th	e Client Satisfaction Rating Form Based on computation	1 hour	

Mayor's Permit Fee

(a.) On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and I of City Ordinance No. 04-133 S. 2019:

Asset Size	Amount	Asset Size	Amount
P 10,000.00 and below	150.00	Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 10,000.00 to P 30,000.00	225.00	Over P 1,000,000.00 to P 3,000,000.00	5,000.00



Over P 30,000.00 to P 50,000.00	300.00	Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 50,000.00 to P 75,000.00	375.00	Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 75,000.00 to P 100,000.00	450.00	Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 100,000.00 to P 200,000.00	525.00	Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 200,000.00 to P 350,000.00	600.00	Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 350,000.00 to P 500,000.00	700.00	Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 500,000.00 to P 750,000.00	800.00	Over P 30,000,000.00	60,000.00
Over P 750,000.00 to P 850,000.00	1,000.00		

(b). On Banks

Rural Banks (Main or Branch)	P 5,000.00
Thrift Banks (Main or Branch)	5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)	10,000.00
Universal Banks (Branch)	20,000.00

On Main Offices, one half (1/2) of the Permit Fee enumerated.

(c.) On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00



3. RENEWAL OF BUSINESS/MAYOR'S PERMIT (ON-SITE AND KIOSK)

Business Permit must be renewed from January 1 to 20, every year. Penalties are imposed after this period. Those for succeeding years are computed as a percentage of gross receipts/sales. Payments may be made annually, semi-annually or quarterly. Taxes are due on the first 20 days of each quarter.

OFFICE OR DIVISION	Business Permits and Licensing Off	fice			
CLASSIFICATION	Simple				
TYPE OF TRANSACTION	G2B – Government to Business				
WHO MAY AVAIL THE SERVICE	All proprietors with existing business in the City of Imus				
CHECKLIST OF F		WHERE TO SECURE			
FOR ONSITE: Please fill-out the B		Business One-Stop Shop (BOSS), https://cityofimus.gov.ph			
Form/Unified Form (provided by B					
the following requirements to the	Counter/Window:				
FOR KIOSK: Please fill-out the	Business Permit Application	Business One-Stop Shop (BOSS) KIOSK			
Form/Unified Form using the K		business One-Stop Shop (BOSS) KIOSK			
requirements to the Counter/Wind					
Certificate or Sworn Declaration		From the accountant of the business or from the owner of the business			
/Financial Statements /Income Tax	•				
1 Copy – Original or Photocopy					
OTHER REQUIREMENTS THAT MA	AY BE NEEDED:				
Barangay Clearance/Endorsement	for business (if not yet	From Barangay Hall where the business is located			
integrated)-Original and 1 Photocop	у				
Barangay Resolution -1 Photocopy		From Barangay Hall where the business is located			
Market Clearance		From the Economic Enterprise Management Office (EEMO) located at Imus Public			
for business is located in public mark	cet-Original and 1 Photocopy	Market			
Annual Report to DHSUD (receive	d/stamped) for Homeowners'	From DHSUD			
Association - Original	. ,				
Written Authorization Letter /Secre	etary's Certificate/Partnership	From the owner of the business			
Certificate with I.D.s from owner a	nd authorized representative-(if				
Representative)1 Photocopy					
Approval from the City Mayor - Or	iginal	From Office of the City Mayor			
Letter of No Obligation – Original		From Office of the City Mayor			



Affide vit of Covern Declaration of all real proportion for yout with	
Affidavit of Sworn Declaration of all real properties for rent with	
tenants listed therein FOR LESSOR- Original	
Latest Result of Microbiological Examination FOR FOOD	From Water Testing Laboratory
ESTABLISHMENT & WATER STATION – Original	
Latest Result of Physico-Chemical Analysis Examination FOR	From Water Testing Laboratory
FOOD ESTABLISHMENT & WATER STATION – Original	
Health Certificate of Staff FOR FOOD ESTABLISHMENT, WATER	From City Health Office
STATION, SALON, AND SPA – Original	
Urinalysis (1 month validity) - Original	From Department of Health (DOH)Accredited Laboratory
Fecalysis (1 month validity) - Original	From Department of Health (DOH)Accredited Laboratory
Chest X-Ray (6 months validity) - Original	From Department of Health (DOH)Accredited Laboratory
Drug Test (1 year validity) - Original	From Department of Health (DOH)Accredited Laboratory
Pest/Vermin Control FOR FOOD ESTABLISHMENT, FASTFOOD	From any legitimate Pest Control establishments
CHAIN, SUPERMARKET – Original	
Other documents that may be necessary (depending on the nature	
of business)	
DTI, if Sole Proprietorship (2 Copies - 1 Original, 1 Photocopy)	https://bnrs.dti.gov.ph/registration, Imus Satellite Office - The District Mall, City of Imus,
IF EXPIRED	Any DTI Office
SEC Registration, if Partnership or Corporation (2 Copies	https://crs.sec.gov.ph/; Secretariat Building, PICC Complex, Roxas Boulevard, Metro
COMPLETE SET - 1 Original, 1 Photocopy) IF EXPIRED	Manila Philippines
CDA, if Cooperative (2 Copies - 1 Original, 1 Photocopy)	https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents; 827
IF EXPIRED	Aurora Blvd., Immaculate Conception, Quezon City.
O COLOR OF THE COL	

Certificate of Registration/Accreditation/ License from NATIONAL AGENCY -Original and 1 Photocopy

	LINE OF BUSINESS	PERMIT/CLEARANCE NEEDED	NATIONAL GOVERNMENT AGENCY
1.	Animal Facilities	Certificate of Registration	Bureau of Animal Industry
2.	Cargo/Freight Forwarders, Logistics	Accreditation	Philippine Shippers Bureau/Fair Trade Enforcement Bureau (FTEB)
3.	Customs Brokerage Business	License	Customs Brokerage Commission/ Bureau of Customs License
4.	Dealer of Rice, Corn, and Wheat	License	National Food Authority
5.	Drugstores, Household/Urban Pesticides, Medical Devices, Processed Foods, Veterinary	License to Operate; Certificate of Product Registration;	Food and Drug Administration (FDA),
	Products, Cosmetic Products, Childcare Articles, Toys	PRC License for Pharmacist (Drugstore)	Professional Regulation Commission (PRC)



		License to Operate	Bureau of Health Device & Technology-DOH
6.	Electronic/Motor Repair Shop	Accreditation	Department of Trade & Industry (DTI)
7.	Funeral Homes/Parlor	Training Certificate and License of Undertaker and Embalmer	Department of Health
8.	General/Specialty and Engineering Contractor	Contractor's License	Philippine Contractors Accreditation Board
9.	Hardware, Sash Factory,	Lumber Dealer Permit	DENR-PENRO
10.	Hotel, Resort, Apartment Hotel, Tourist Inns, Pension Houses, Ned and Breakfast, Home Stay, Travel and Tour Agency, Travel Agency, Tour Operator, Online Travel Agency, Tourist Transport Operators, MICE (Meeting, Incentives, Conventions and Exhibitions) Organizer, MICE Facility Venue, Tour Guide, Adventure/Sports and Ecotourism Facilities	Accreditation/ Registration	Department of Tourism
11.	Lending Institutions, Pawnshops, Remittance Centers, Money Changers	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas
12.	LPG Dealer/Retailer	Standard Compliance Cert. (SCC)	Department of Energy
13.	Manning and Crewing Services, Employment/Recruitment/Manpower	Registration/License	Phil. Overseas and Employment Agency (Overseas) Department of Labor and Employment (Local)
14.	Massage Parlor	Registration	TESDA, DOH Certificate
15.	Messengerial and Courier Services	Registration	Department of Transportation and Communication (DOTC)
16.	Pet Shop	Registration	Bureau of Animal Industry (BAI)
17.	Pest Control	License	Fertilizer and Pesticide Authority
18.	Pre-School, Elementary, High School	Permit to Operate	Department of Education Division Office and Regional Office
19.	Real Estate Broker	License	Department of Trade and Industry or Professional Regulatory Board



	20.	Rent-a-Car/Transporta	Car/Transportation Services/Trucking Franchis Conveya		se/Certificate of Public ance		Land Transportation Franchising and Regulatory Board		
			National License, License to PCSL Operate		CSUCIA, PNP (Campo Crame)				
	22.	2. Spa/Massage Clinic				Depa	Department of Health and TESDA		
	23.	23. Telecommunications Firm		License to Operate Nation (NTC)		tional Telecommunications Commission			
	24.	Water Station		Permit		Depa	rtment of Health (DOH)		
	25.	Video Rental Services		Registra	tion/Permit	Optic	Optical Media Board		-
	CL	IENT STEPS	AGENCY ACTION	١	FEES TO BE PAID		PROCESSING TIME	PERSON RES	SPONSIBLE
requir	ements	it the complete	Assess the requirement issue the Business Tax (Payment (Assessment Formula)	Order of				Mary Grad Regina Ca Ruby Con Rolando D Ma. Elinor Roehl Maí Dianne Loi Ruby Or Glenn Elme	maclang; ncepcion; rela Cruz; Laureles; ñago, Jr.; s Marcial; rdoñez;
2. Pay	Business (Assessme BFP perso Fee paym		2. Receive the payment. In Business Tax Order of In (Assessment Form), O.R., BFP personnel for Fire In Fee payment, then to Inspector for Sanitary Personnel Fee Payment, the Inspector for Sanitary	Payment CTC, to spection Sanitary	Business Taxes - Based Annual Gross Sales/Receipt Mayor's Permit Fee - Based Business Asset Zoning Fee - Based on Ty Establishment Building Inspection Fee Based on Type of Structure Garbage Fee -Based on Ty Establishment Environmental Protection Based on Type of Establishr	rs ed on rpe of rpe of rpe of rpe of rpe-	10 minutes	City Treasul	



3. Claim the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	Payment (Assessment Form) with	Sanitary Inspection Fee - Based on Type of Establishment Fire Safety Inspection Fee - 15 % of total assessment excluding business tax. Business Plate - Php 200.00 per Business Plate Business Sticker - Php 20.00 per Sticker (Refer to City Ordinance No. 04- 133 S. 2019 None	30 minutes	Norman Angeles; Luisito Dominguez; Felizardo San Jose, Jr.; Melani Unawa; Richard Villanueva; Zecel Secretario			
	Fill-out the Client Satisfaction Rating Form TOTAL Based on computation 50 minutes						
	IOIAL	Basea on computation	oo miiitates				

Mayor's Permit Fee

(a.) On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and l of City Ordinance No. 04-133 S. 2019:

Asset Size	Amount	Asset Size	Amount
P 10,000.00 and below	150.00	Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 10,000.00 to P 30,000.00	225.00	Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 30,000.00 to P 50,000.00	300.00	Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 50,000.00 to P 75,000.00	375.00	Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 75,000.00 to P 100,000.00	450.00	Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 100,000.00 to P 200,000.00	525.00	Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 200,000.00 to P 350,000.00	600.00	Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 350,000.00 to P 500,000.00	700.00	Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 500,000.00 to P 750,000.00	800.00	Over P 30,000,000.00	60,000.00
Over P 750,000.00 to P 850,000.00	1,000.00		



(b.) On Banks

Rural Banks (Main or Branch)	P 5,000.00
Thrift Banks (Main or Branch)	5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)	10,000.00
Universal Banks (Branch)	20,000.00

(c.) On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00

Business Tax

A. On manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers, and compounders of 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	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,742.00
75,000.00 or more but less than 100,000.00	2,178.00
100,000.00 or more but less than 150,000.00	2,904.00
150,000.00 or more but less than 200,000.00	3,630.00
200,000.00 or more but less than 300,000.00	5,082.00
300,000.00 or more but less than 500,000.00	6,655.00
500,000.00 or more but less than 750,000.00	10,560.00
750,000.00 or more but less than 1,000,000.00	13,200.00
1,000,000.00 or more but less than 2,000,000.00	18,150.00
2,000,000.00 or more but less than 3,000,000.00	22,143.00
3,000,000.00 or more but less than 4,000,000.00	26,136.00
4,000,000.00 or more but less than 5,000,000.00	30,492.00



5,000,000.00 or more but less than 6,500,000.00	32,175.00
6,500,000.00 or more	32,175.00 plus 49.5% of 1% over P6.5million

The preceding rates shall apply only to the amount of domestic sales of manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Section.

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	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,306.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,468.00
150,000.00 or more but less than 200,000.00	3,194.00
200,000.00 or more but less than 300,000.00	4,345.00
300,000.00 or more but less than 500,000.00	5,416.00
500,000.00 or more but less than 750,000.00	8,712.00
750,000.00 or more but less than 1,000,000.00	11,616.00
1,000,000.00 or more but less than 2,000,000.00	13,200.00
2,000,000.00 or more	P13,200.00 plus 66% of 1% over P2.0 million

The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers herein provided for.

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 Fifty Thousand Pesos (P50,000.00) subject to existing laws and regulations

- C. On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article;
- 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



D. On **exporters of all articles of commerce** of whatever kind or nature not mentioned under subsection (c), in accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
Less than 100,000.00	871.00
100,000.00 or more but less than 150,000.00	1,221.00
150,000.00 or more but less than 200,000.00	1,580.00
200,000.00 or more but less than 300,000.00	2,178.00
300,000.00 or more but less than 500,000.00	2,904.00
500,000.00 or more but less than 750,000.00	4,345.00
750,000.00 or more but less than1,000,000.00	5,749.70
1,000,000.00 or more but less than 2,000,000.00	6,534.00
2,000,000.00 or more	P6,534.00 plus 32.45% of 1% over P2.0 million

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 rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article.

E. On contractors and other independent contractors in accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,161.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,613.00
150,000.00 or more but less than 200,000.00	3,484.00
200,000.00 or more but less than 250,000.00	4,791.00
250,000.00 or more but less than 300,000.00	6,098.00
300,000.00 or more but less than 400,000.00	8,131.00
400,000.00 or more but less than 500,000.00	10,890.00
500,000.00 or more but less than 750,000.00	12,210.00
750,000.00 or more but less than 1,000,000.00	13,530.00
1,000,000.00 or more but less than 2,000,000.00	15,180.00
2,000,000.00 or more	15,180.00 plus 66% of 1% over P2.0 million

Provided that in no case shall the tax on gross receipts of P2, 000,000.00 or more be less than P15, 180.00.

- F. On **banks and other financial institutions**, at the rate of seven five percent of one percent (75% 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 operators of theaters and cinema houses, video-movie houses utilizing laser disc players, projectors and of similar apparatus, and other entertainment sites in the internet and other show houses which are open to public for a fee:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,560.00
75,000.00 or more but less than 100,000.00	2,335.00
100,000.00 or more but less than 150,000.00	3,269.00
150,000.00 or more but less than 200,000.00	4,295.00
200,000.00 or more but less than 250,000.00	5,493.00
250,000.00 or more but less than 300,000.00	7,296.00
300,000.00 or more but less than 400,000.00	9,837.00
400,000.00 or more but less than 500,000.00	10,175.00
500,000.00 or more but less than 750,000.00	11,275.00
750,000.00 or more but less than 1,000,000.00	12,650.00
1,000,000.00 or more but less than 2,000,000.00	13,915.00
2,000,000.00 or more	P 13,915.00 plus 66% of 1% over P2.0 million

H. On lessors of real estate including apartments and boarding houses:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 60,000.00	1,210.00
60,000.00 or more but less than 70,000.00	1,548.00
70,000.00 or more but less than 80,000.00	1,839.00
80,000.00 or more but less than 90,000.00	2,153.00
90,000.00 or more but less than 100,000.00	2,468.00
100,000.00 or more but less than 150,000.00	3,061.00
150,000.00 or more but less than 200,000.00	4,138.00
200,000.00 or more but less than 300,000.00	5,517.00
300,000.00 or more but less than 500,000.00	8,167 <u>.</u> 00



500,000.00 or more but less than 750,000.00	13,722.00
750,000.00 or more but less than 1,000,000.00	19,882.00
1,000,000.00 or more but less than 2,000,000.00	21,780.00
2,000,000.00 or more	P21,780.00 plus 66% of 1% over P2.0 million

- I. On the businesses hereunder enumerated:
- 1. Commission agents;
- 2. Lessors, dealers, brokers of real estate;
- 3. On travel agencies and travel agents;
- 4. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums;
- 5. Subdivision owners/developers, Private Cemeteries and Memorial Parks owners/developers;
- 6. Privately-owned markets;
- 7. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
- 8. Operators of Cable Network System;
- 9. General consultancy services;
- 10. Warehouses
- 11. On line businesses that offers services
- 12. All other similar activities consisting essentially of the sales of services for a fee.

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,161.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,613.00
150,000.00 or more but less than 200,000.00	3,484.00
200,000.00 or more but less than 250,000.00	4,791.00
250,000.00 or more but less than 300,000.00	6,098.00
300,000.00 or more but less than 400,000.00	8,131.00
400,000.00 or more but less than 500,000.00	10,890.00
500,000.00 or more but less than 750,000.00	12,210.00
750,000.00 or more but less than 1,000,000.00	13,530.00
1,000,000.00 or more but less than 2,000,000.00	15,180.00
2,000,000.00 or more	P15,180.00 plus 66% of 1% over P2.0 million

Provided, that in no case shall the tax on gross sales of P2, 000,000.00 or more be less than P15, 180.00.

J. On retailers with gross receipts or sales for the preceding year in the amount of





Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,306.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,468.00
150,000.00 or more but less than 200,000.00	3,194.00
200,000.00 or more but less than 300,000.00	4,345.00
300,000.00 or more but less than 500,000.00	5,416.00
500,000.00 or more but less than 750,000.00	8,712.00
750,000.00 or more but less than 1,000.000.00	11,616.00
1,000,000.00 or more but less than 100,000,000.00	11,616.00 plus 66% of 1% over P1.0 million but less than P100 million
100,000,000.00 or more but less than 500,000,000.00	665,016.00 plus 1.10% over P100 million but less than P500 million
500,000,000.00 or more	P5,065,016.00 plus 82.5% of 1% over P500 million

K. On retailers classified as sari-sari store with gross sales or receipts for the preceding year in the amount of:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
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	3,950.00
300,000.00 or more but less than 500,000.00	4,924.00
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	P10,560.00 plus 60% of 1% over P1.0 million

L. On **Authorized Franchise Car Dealers** engaged in business of selling brand new vehicles and genuine parts pursuant to a valid and existing Franchise Agreement with legitimate manufacturers and distributors shall be taxed at the rate of 50% of 1% of gross receipts up to P 2,000,000.00 and 45% of 1% of gross receipts in excess of P 2,000,000.00.

M. On **restaurants and other eating establishments** such as, but not limited to cafes, cafeterias, ice cream or refreshment parlors, carinderias, soda fountains, food caterers, fast food centers and snack counters shall be taxed at the rate of 1.75% of the gross receipts of the preceding calendar year.

N. On operators engaged in amusement devices and computer shop shall be taxed at the rate of Two Hundred Pesos (P200.00) per amusement device.



O. On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of Sixty Six Pesos (P66.00) 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 peddlers' 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.

P. On operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this city under a certificate of public convenience and necessity or similar franchises:

Air-conditioned buses	P 6,000.00 per unit
Buses without air conditioning	5,000.00 per unit
"Mini" buses	4,000.00 per unit
Utility Vehicles/Vans/Fieras/Tamaraws	1,500.00 per unit
Taxis/Grab and the like	1,000.00 per unit
Jeepneys	800.00 per unit
Multi-Cabs	800.00 per unit
Tricycles (5 or more units)	100.0 er unit



4. RENEWAL OF BUSINESS/MAYOR'S PERMIT (ONLINE - ASSESSMENT)

Business Permit must be renewed from January 1 to 20, every year. Penalties are imposed after this period. Those for succeeding years are computed as a percentage of gross receipts/sales. Payments may be made annually, semi-annually or quarterly. Taxes are due on the first 20 days of each quarter.

OFFICE OR DIVISION	N. Business Dermits and Licensing Office		
CLASSIFICATION	Business Permits and Licensing Office		
TYPE OF TRANSACTION	Simple G2B – Government to Business		
WHO MAY AVAIL THE SERVICE	All proprietors with existing business in the City of Imus		
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE	
	n of Gross Sales or Receipts		
/Financial Statements /Income Tax		Trom the accountant of the backhood of from the owner of the backhood	
1 Copy – Original or Photocopy			
OTHER REQUIREMENTS THAT MA	AY BE NEEDED:		
Barangay Clearance/Endorsement	t for business (if not vet	From Barangay Hall where the business is located	
integrated)-Original and 1 Photocop		3.,	
Barangay Resolution -1 Photocopy		From Barangay Hall where the business is located	
Market Clearance		From the Economic Enterprise Management Office (EEMO) located at Imus Public	
for business is located in public market-Original and 1 Photocopy		Market	
Annual Report to DHSUD (received/stamped) for Homeowners'		From DHSUD	
Association - Original			
Written Authorization Letter /Secre		From the owner of the business	
Certificate with I.D.s from owner a	nd authorized representative-(if		
Representative)1 Photocopy			
Approval from the City Mayor - Or	iginal	From Office of the City Mayor	
Letter of No Obligation – Original		From Office of the City Mayor	
Affidavit of Sworn Declaration of a	all real properties for rent with		
tenants listed therein FOR LESSO			
Latest Result of Microbiological Examination FOR FOOD		From Water Testing Laboratory	
ESTABLISHMENT & WATER STATION – Original			
Latest Result of Physico-Chemical Analysis Examination FOR		From Water Testing Laboratory	
FOOD ESTABLISHMENT & WATER STATION – Original			
Health Certificate of Staff FOR FO	· · · · · · · · · · · · · · · · · · ·	From City Health Office	
STATION, SALON, AND SPA – Original			

Urinalysis (1 month validity) - Original	From Department of Health (DOH)Accredited Laboratory		
Fecalysis (1 month validity) - Original	From Department of Health (DOH)Accredited Laboratory		
Chest X-Ray (6 months validity) - Original	From Department of Health (DOH)Accredited Laboratory		
Drug Test (1 year validity) - Original	From Department of Health (DOH)Accredited Laboratory		
Pest/Vermin Control FOR FOOD ESTABLISHMENT, FASTFOOD	From any legitimate Pest Control establishments		
CHAIN, SUPERMARKET – Original			
Other documents that may be necessary (depending on the nature			
of business)			
DTI, if Sole Proprietorship (2 Copies - 1 Original, 1 Photocopy)	https://bnrs.dti.gov.ph/registration, Imus Satellite Office - The District Mall, City of Imus,		
IF EXPIRED	Any DTI Office		
SEC Registration, if Partnership or Corporation (2 Copies	https://crs.sec.gov.ph/; Secretariat Building, PICC Complex, Roxas Boulevard, Metro		
COMPLETE SET - 1 Original, 1 Photocopy) IF EXPIRED	Manila Philippines		
CDA, if Cooperative (2 Copies - 1 Original, 1 Photocopy)	https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents; 827		
IF EXPIRED	Aurora Blvd., Immaculate Conception, Quezon City.		
A COLOR OF THE COL	- TILAY		

Certificate of Registration/Accreditation/ License from NATIONAL AGENCY -Original and 1 Photocopy

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	LINE OF BUSINESS	PERMIT/CLEARANCE NEEDED	NATIONAL GOVERNMENT AGENCY
1.	Animal Facilities	Certificate of Registration	Bureau of Animal Industry
2.	Cargo/Freight Forwarders, Logistics	Accreditation	Philippine Shippers Bureau/Fair Trade Enforcement Bureau (FTEB)
3.	Customs Brokerage Business	License	Customs Brokerage Commission/ Bureau of Customs License
4.	Dealer of Rice, Corn, and Wheat	License	National Food Authority
5.	Drugstores, Household/Urban Pesticides, Medical Devices, Processed Foods, Veterinary	License to Operate; Certificate of Product Registration;	Food and Drug Administration (FDA),
	Products, Cosmetic Products, Childcare Articles, Toys	PRC License for Pharmacist (Drugstore)	Professional Regulation Commission (PRC)
		License to Operate	Bureau of Health Device & Technology-DOH
6.	Electronic/Motor Repair Shop	Accreditation	Department of Trade & Industry (DTI)
7.	Funeral Homes/Parlor	Training Certificate and License of Undertaker and Embalmer	Department of Health
8.	General/Specialty and Engineering Contractor	Contractor's License	Philippine Contractors Accreditation Board
9.	Hardware, Sash Factory,	Lumber Dealer Permit	DENR-PENRO
10.	Hotel, Resort, Apartment Hotel, Tourist Inns, Pension Houses, Ned and Breakfast, Home	Accreditation/ Registration	Department of Tourism

, CITY OF IMUS

	Stay, Travel and Tour Agency, Travel Agency, Tour Operator, Online Travel Agency, Tourist Transport Operators, MICE (Meeting, Incentives, Conventions and Exhibitions) Organizer, MICE Facility Venue, Tour Guide, Adventure/Sports and Ecotourism Facilities		
11.	Lending Institutions, Pawnshops, Remittance Centers, Money Changers	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas
12.	LPG Dealer/Retailer	Standard Compliance Cert. (SCC)	Department of Energy
13.	Manning and Crewing Services, Employment/Recruitment/Manpower	Registration/License	Phil. Overseas and Employment Agency (Overseas) Department of Labor and Employment (Local)
14.	Massage Parlor	Registration	TESDA, DOH Certificate
15.	Messengerial and Courier Services	Registration	Department of Transportation and Communication (DOTC)
16.	Pet Shop	Registration	Bureau of Animal Industry (BAI)
17.	Pest Control	License	Fertilizer and Pesticide Authority
18.	Pre-School, Elementary, High School	Permit to Operate	Department of Education Division Office and Regional Office
19.	Real Estate Broker	License	Department of Trade and Industry or Professional Regulatory Board
20.	Rent-a-Car/Transportation Services/Trucking	Franchise/Certificate of Public Conveyance	Land Transportation Franchising and Regulatory Board
21.	Security Agency	National License, License to Operate	PCSUCIA, PNP (Campo Crame)
22.	Spa/Massage Clinic	Certificate of Training of Therapist or Masseur/Masseuse	Department of Health and TESDA
23.	Telecommunications Firm	License to Operate	National Telecommunications Commission (NTC)



	24.	Water Station		Permit		Depa	rtment of Health (DOH)		
	25.	Video Rental Services		Registra	ation/Permit	Optic	al Media Board		-
	CL	ENT STEPS	AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RES	SPONSIBLE
1. Register to https://egovcityofimus.ph/bpl/ 1.1 Sign in using your email address or mobile number 1.2 Link the business to your account 1.3 Fill-out the Online Application Form 1.4 Attach the complete requirements 1.5 A notification will be sent to your mobile no./email for the Business Tax Order of Payment (Assessment Form)		ityofimus.ph/bpl/ using your email nobile number be business to your the Online Application the complete cication will be sent to be no./email for the ax Order of Payment	Evaluate and approlinking of account Assess the requireme issue the Business Tax (Payment (Assessment For	nts and Order of	None		10 minutes (time may vary on the speed of the internet connection) (stop time)	Mary Grad Regina Ca Ruby Con Rolando D Ma. Elinor Roehl Mai Dianne Loi Ruby Or Glenn Elme	maclang; cepcion; lela Cruz; Laureles; ñago, Jr.; s Marcial; doñez;
	the re Link. (www. click. Starp (www. down Gcas	quired fee(s) thru: bizPortal Llandbank.com and Con Link.bizPortal) bay Lstarpay.com.ph or load the app Starpay)	2. Receive the payment				(time may vary on the speed of the internet connection)	City Treasur assigned p	
		Business One-Stop S) to pay the Fire	3. Issue the Business Tax Payment (Assessment Fo		None		30 minutes	Norman A	

, CITY OF IMUS

Inspection Fee and claim the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	Plate, Mayor's Permit Certificate, and Sanitary Permit			Felizardo San Jose, Jr.; Melani Unawa; Richard Villanueva; Zecel Secretario
	Fill-out the C	lient Satisfaction Rating Form		
	TOTAL	Based on computation	50 minutes	

Mayor's Permit Fee

A. On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and I of City Ordinance No. 04-133 S. 2019:

Asset Size	Amount
P 10,000.00 and below	150.00
Over P 10,000.00 to P 30,000.00	225.00
Over P 30,000.00 to P 50,000.00	300.00
Over P 50,000.00 to P 75,000.00	375.00
Over P 75,000.00 to P 100,000.00	450.00
Over P 100,000.00 to P 200,000.00	525.00
Over P 200,000.00 to P 350,000.00	600.00
Over P 350,000.00 to P 500,000.00	700.00
Over P 500,000.00 to P 750,000.00	800.00
Over P 750,000.00 to P 850,000.00	1,000.00
Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 30,000,000.00	60,000.00



B. On Banks

Rural Banks (Main or Branch)	Р	5,000.00
Thrift Banks (Main or Branch)		5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)		10,000.00
Universal Banks (Branch)		20,000.00

C. On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00

Business Tax

A. On manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers, and compounders of 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	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,742.00
75,000.00 or more but less than 100,000.00	2,178.00
100,000.00 or more but less than 150,000.00	2,904.00
150,000.00 or more but less than 200,000.00	3,630.00
200,000.00 or more but less than 300,000.00	5,082.00
300,000.00 or more but less than 500,000.00	6,655.00
500,000.00 or more but less than 750,000.00	10,560.00
750,000.00 or more but less than 1,000,000.00	13,200.00
1,000,000.00 or more but less than 2,000,000.00	18,150.00
2,000,000.00 or more but less than 3,000,000.00	22,143.00
3,000,000.00 or more but less than 4,000,000.00	26,136.00
4,000,000.00 or more but less than 5,000,000.00	30,492.00

5,000,000.00 or more but less than 6,500,000.00	32,175.00
6,500,000.00 or more	32,175.00 plus 49.5% of 1% over P6.5million

The preceding rates shall apply only to the amount of domestic sales of manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Section.

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	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,306.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,468.00
150,000.00 or more but less than 200,000.00	3,194.00
200,000.00 or more but less than 300,000.00	4,345.00
300,000.00 or more but less than 500,000.00	5,416.00
500,000.00 or more but less than 750,000.00	8,712.00
750,000.00 or more but less than 1,000,000.00	11,616.00
1,000,000.00 or more but less than 2,000,000.00	13,200.00
2,000,000.00 or more	P13,200.00 plus 66% of 1% over P2.0 million

The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers herein provided for.

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 Fifty Thousand Pesos (P50,000.00) subject to existing laws and regulations

- C. On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article;
 - 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



D. On exporters of all articles of commerce of whatever kind or nature not mentioned under subsection (c), in accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
Less than 100,000.00	871.00
100,000.00 or more but less than 150,000.00	1,221.00
150,000.00 or more but less than 200,000.00	1,580.00
200,000.00 or more but less than 300,000.00	2,178.00
300,000.00 or more but less than 500,000.00	2,904.00
500,000.00 or more but less than 750,000.00	4,345.00
750,000.00 or more but less than1,000,000.00	5,749.70
1,000,000.00 or more but less than 2,000,000.00	6,534.00
2,000,000.00 or more	P6,534.00 plus 32.45% of 1% over P2.0 million

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 rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article.

E. On contractors and other independent contractors in accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,161.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,613.00
150,000.00 or more but less than 200,000.00	3,484.00
200,000.00 or more but less than 250,000.00	4,791.00
250,000.00 or more but less than 300,000.00	6,098.00
300,000.00 or more but less than 400,000.00	8,131.00
400,000.00 or more but less than 500,000.00	10,890.00
500,000.00 or more but less than 750,000.00	12,210.00
750,000.00 or more but less than 1,000,000.00	13,530.00



1,000,000.00 or more but less than 2,000,000.00	15,180.00
2,000,000.00 or more	15,180.00 plus 66% of 1% over P2.0 million

Provided that in no case shall the tax on gross receipts of P2, 000,000.00 or more be less than P15, 180.00.

- F. On **banks and other financial institutions**, at the rate of seven five percent of one percent (75% 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 operators of theaters and cinema houses, video-movie houses utilizing laser disc players, projectors and of similar apparatus, and other entertainment sites in the internet and other show houses which are open to public for a fee:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,560.00
75,000.00 or more but less than 100,000.00	2,335.00
100,000.00 or more but less than 150,000.00	3,269.00
150,000.00 or more but less than 200,000.00	4,295.00
200,000.00 or more but less than 250,000.00	5,493.00
250,000.00 or more but less than 300,000.00	7,296.00
300,000.00 or more but less than 400,000.00	9,837.00
400,000.00 or more but less than 500,000.00	10,175.00
500,000.00 or more but less than 750,000.00	11,275.00
750,000.00 or more but less than 1,000,000.00	12,650.00
1,000,000.00 or more but less than 2,000,000.00	13,915.00
2,000,000.00 or more	P 13,915.00 plus 66% of 1% over P2.0 million

H. On **lessors of real estate** including apartments and boarding houses:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 60,000.00	1,210.00
60,000.00 or more but less than 70,000.00	1,548.00
70,000.00 or more but less than 80,000.00	1,839.00
80,000.00 or more but less than 90,000.00	2,153.00
90,000.00 or more but less than 100,000.00	2,468.00



100,000.00 or more but less than 150,000.00	3,061.00
150,000.00 or more but less than 200,000.00	4,138.00
200,000.00 or more but less than 300,000.00	5,517.00
300,000.00 or more but less than 500,000.00	8,167.00
500,000.00 or more but less than 750,000.00	13,722.00
750,000.00 or more but less than 1,000,000.00	19,882.00
1,000,000.00 or more but less than 2,000,000.00	21,780.00
2,000,000.00 or more	P21,780.00 plus 66% of 1% over P2.0 million

I. On the businesses hereunder enumerated:

- 1. Commission agents;
- 2. Lessors, dealers, brokers of real estate;
- 3. On travel agencies and travel agents;
- 4. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums;
- 5. Subdivision owners/developers, Private Cemeteries and Memorial Parks owners/developers;
- 6. Privately-owned markets;
- 7. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
- 8. Operators of Cable Network System;
- 9. General consultancy services;
- 10. Warehouses
- 11. On line businesses that offers services
- 12. All other similar activities consisting essentially of the sales of services for a fee.

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,161.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,613.00
150,000.00 or more but less than 200,000.00	3,484.00
200,000.00 or more but less than 250,000.00	4,791.00
250,000.00 or more but less than 300,000.00	6,098.00
300,000.00 or more but less than 400,000.00	8,131.00
400,000.00 or more but less than 500,000.00	10,890.00
500,000.00 or more but less than 750,000.00	12,210.00



750,000.00 or more but less than 1,000,000.00	13,530.00
1,000,000.00 or more but less than 2,000,000.00	15,180.00
2,000,000.00 or more	P15,180.00 plus 66% of 1% over P2.0 million

Provided, that in no case shall the tax on gross sales of P2, 000,000.00 or more be less than P15, 180.00.

J. On retailers with gross receipts or sales for the preceding year in the amount of:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,306.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,468.00
150,000.00 or more but less than 200,000.00	3,194.00
200,000.00 or more but less than 300,000.00	4,345.00
300,000.00 or more but less than 500,000.00	5,416.00
500,000.00 or more but less than 750,000.00	8,712.00
750,000.00 or more but less than 1,000.000.00	11,616.00
1,000,000.00 or more but less than 100,000,000.00	11,616.00 plus 66% of 1% over P1.0 million but less than P100 million
100,000,000.00 or more but less than 500,000,000.00	665,016.00 plus 1.10% over P100 million but less than P500 million
500,000,000.00 or more	P5,065,016.00 plus 82.5% of 1% over P500 million

K . On retailers classified as sari-sari store with gross sales or receipts for the preceding year in the amount of:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
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	3,950.00
300,000.00 or more but less than 500,000.00	4,924.00
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	P10,560,00 plus 60% of 1% over P1.0 million



- L. On **Authorized Franchise Car Dealers** engaged in business of selling brand new vehicles and genuine parts pursuant to a valid and existing Franchise Agreement with legitimate manufacturers and distributors shall be taxed at the rate of 50% of 1% of gross receipts up to P 2,000,000.00 and 45% of 1% of gross receipts in excess of P 2,000,000.00.
- M. On **restaurants and other eating establishments** such as, but not limited to cafes, cafeterias, ice cream or refreshment parlors, carinderias, soda fountains, food caterers, fast food centers and snack counters shall be taxed at the rate of 1.75% of the gross receipts of the preceding calendar year.
- N. On operators engaged in amusement devices and computer shop shall be taxed at the rate of Two Hundred Pesos (P200.00) per amusement device.
- O. On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of Sixty Six Pesos (P66.00) 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 peddlers' 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.

P. On operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this city under a certificate of public convenience and necessity or similar franchises:

Air-conditioned buses	P 6,000.00 per unit
Buses without air conditioning	5,000.00 per unit
"Mini" buses	4,000.00 per unit
Utility Vehicles/Vans/Fieras/Tamaraws	1,500.00 per unit
Taxis/Grab and the like	1,000.00 per unit
Jeepneys	800.00 per unit
Multi-Cabs	800.00 per unit
Tricycles (5 or more units)	100.00 per unit

5. CHANGE ADDRESS OF BUSINESS (WITHIN CITY OF IMUS) IN BUSINESS/MAYOR'S PERMIT (ON-SITE)

All enterprises that changed its status are required to amend its Business/Mayor's Permit for transfer/change address.





		200		
	Business Permits and Licensing Office			
	Simple			
	G2B – Government to Business			
	All proprietors with new busine			
CHECKLIST OF REQ		WHERE TO SECURE		
Please fill-out the Business Permit				
Form (provided by BPLO) and subr	nit together with the	Business One-Stop Shop (BOSS), https://cityofimus.gov.ph		
following requirements:				
Latest Business Tax Order of Paym	nent (Assessment Form) –	From the owner of the business (previously issued by BPLO to the owner)		
Original				
Latest Business Permit Certificate	· · · · · · · · · · · · · · · · · · ·	From the owner of the business (previously issued by BPLO to the owner)		
Proof of right of applicant to use lo		From the owner of the business place		
-Certified True Copy of Original Certifi	, ,			
True Copy of Transfer Certificate of T	,			
Tax Declaration/- 1 Original (if owned				
-Notarized Deed of Sale (if owned)- (Original and 1 Photocopy-			
complete set	omentication) Original and 4			
-Notarized Contract to Sell (if under a	imortization) -Onginal and 1			
Photocopy-complete set -Notarized Contract of Lease and Les	oor's Pusiness Permit /if			
renting)- Original and 1 Photocopy-co	•			
-Notarized Memorandum of Agreeme				
of property owner (if not owned, not				
Photocopy-complete set	renting) - Original and 1			
- Death Certificate, Extrajudicial Settle	ement/Last Will and			
Testament/Affidavit of Self-Adjudication				
deceased)- Original and 1 Photocopy				
-Notarized Consent of other title owner	er (if the business owner is			
one of the title owner)-Original	,			
-Secretary's Certificate (if title is single	e owned-for Corporation), -			
Original	. "			
-Certificate of Award Notice from NHA	(if without title but with			
Tax Declaration) Original and 1 Phot				
-Affidavit of Sworn Declaration of all re	eal properties for rent with			
tenants listed therein- Original (if less	sor)			



Location plan or sketch of the loc	ation with picture of	From the owner of the business		
establishment (front, right, left side	view including the road, and			
interior view)				
-1 Copy-complete set				
OTHER REQUIREMENTS THAT MA				
Barangay Clearance/Endorsement		From Barangay Hall where the busines	ss is located	
integrated)-Original and 2 Photocop				
Barangay Resolution - 1 Photocopy		From Barangay Hall where the busines		
Homeowner's Association Resolu		From Homeowner's Association of the	Subdivision where the b	usiness is located
project or business, if the location				
Residential Subdivision-Original and				
Updated Tax Receipt - Original and	1 Photocopy	From the Land Tax Office (Official Rec		
Market Clearance	1.40.1.1.14	From the Economic Enterprise Manage	ement Office (EEMO) loc	ated at Imus Public Market
for business is located in public n	narket -Original and 1			
Photocopy				
Written Authorization Letter /Secre				
Certificate/Partnership Certificate				
authorized representative-(if Repr		FFFC TO DE DAID	DDOCESCING TIME	DEDCON DECDONCIDI E
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete	1. Assess the requirements and issue the Business Tax	None	10 minutes	Mary Grace Basa;
requirements	Order of Payment			Regina Camaclang; Ruby Concepcion;
	(Assessment Form)			Rolando Dela Cruz:
	(Assessment Form)			Ma. Elinor Laureles;
				Roehl Mañago, Jr.;
				Dianne Lois Marcial;
				Ruby Ordoñez;
				Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment. Pass	Mayor's Permit Fee	10 minutes	City Treasurer's Office
2.1 dy 110 10441104 100(0)	the Business Tax Order of	wayor or crimer co	TO ITIII IGGO	assigned personnel
	Payment (Assessment Form)			doorgined percerimen
3. Claim the Business Tax Order of	3. Issue the Business Tax	None	10 minutes	Norman Angeles;
Payment (Assessment Form) with	Order of Payment	32		Luisito Dominguez;
Official Receipt, Mayor's Permit	(Assessment Form) with			Felizardo San Jose, Jr.;
Certificate	Official Receipt, Mayor's			Melani Unawa;
	Permit Certificate			Richard Villanueva;





				Zecel Secretario
	Fill-out th	e Client Satisfaction Rating Form		
TOTAL Based on computation 30 minutes				

Mayor's Permit Fee

(a.) On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and I of City Ordinance No. 04-133 S. 2019:

Asset Size	Amount	Asset Size	Amount
P 10,000.00 and below	150.00	Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 10,000.00 to P 30,000.00	225.00	Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 30,000.00 to P 50,000.00	300.00	Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 50,000.00 to P 75,000.00	375.00	Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 75,000.00 to P 100,000.00	450.00	Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 100,000.00 to P 200,000.00	525.00	Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 200,000.00 to P 350,000.00	600.00	Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 350,000.00 to P 500,000.00	700.00	Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 500,000.00 to P 750,000.00	800.00	Over P 30,000,000.00	60,000.00
Over P 750,000.00 to P 850,000.00	1,000.00		1,250.00

(b.) On Banks

Rural Banks (Main or Branch)	P 5,000.00
Thrift Banks (Main or Branch)	5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)	10,000.00
Universal Banks (Branch)	20,000.00

(c.) On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00



6. CHANGE BUSINESS NAME IN BUSINESS/MAYOR'S PERMIT / CHANGE BUSINESS NATURE OR LINE OF BUSINESS (ON-SITE)

All enterprises that changed its status are required to amend its Business/Mayor's Permit for change of business name.

OFFICE OR DIVISION	Business Permits and Licensing Office				
CLASSIFICATION	Simple				
TYPE OF TRANSACTION	G2B – Government to Business				
WHO MAY AVAIL THE SERVICE	All proprietors with new business in the City of Imus				
CHECKLIST OF RE	QUIREMENTS	WI	HERE TO SECURE		
	Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO) and submit together with the following requirements:		Business One-Stop Shop (BOSS), https://cityofimus.gov.ph		
Latest Business Tax Order of Payl Original	ment (Assessment Form) -	From the owner of the business (prev	viously issued by BPLO t	to the owner)	
Latest Business Permit Certificate	(Diploma) - Original	From the owner of the business (prev	viously issued by BPLO t	to the owner)	
Proof of Registration -DTI, if Sole Proprietorship – should 2 Copies - 1 Original, 1 Photocopy o -SEC Registration, if Partnership or or incorporators 2 Copies COMPLETE SET - 1 Original -CDA, if Cooperative 2 Copies - 1 Original, 1 Photocopy Written Authorization Letter / Secritary /Partnership Certificate with I.D.s.f. representative-(if Representative)	be same owner r Corporation – should be same nal, 1 Photocopy or retary's Certificate from owner and authorized 1 Photocopy	Roxas Boulevard, Metro Manila Philippines https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents; 82 Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary cooperatives, this power has been delegated to the Regional or Extension Offices From the owner of the business		stration, Imus Satellite Office stration-documents; 827 stration of primary or Extension Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit the complete requirements	Assess the requirements and issue the Business Tax Order of Payment (Assessment Form)	None	10 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion; Rolando Dela Cruz; Ma. Elinor Laureles; Roehl Mañago, Jr.;	



				Dianne Lois Marcial; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment. Pass the Business Tax Order of Payment (Assessment Form)	Mayor's Permit Fee	10 minutes	City Treasurer's Office assigned personnel
3. Claim the Business Tax Order of Payment (Assessment Form) with Official Receipt, Mayor's Permit Certificate	Order of Payment	None	10 minutes	Norman Angeles; Luisito Dominguez; Felizardo San Jose, Jr.; Melani Unawa; Richard Villanueva; Zecel Secretario
	Fill-out the Client Satisfaction Rating Form			
	TOTAL	Based on computation	30 minutes	

Mayor's Permit Fee

(a.) On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and I of City Ordinance No. 04-133 S. 2019:

Asset Size	Amount	Asset Size	Amount
P 10,000.00 and below	150.00	Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 10,000.00 to P 30,000.00	225.00	Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 30,000.00 to P 50,000.00	300.00	Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 50,000.00 to P 75,000.00	375.00	Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 75,000.00 to P 100,000.00	450.00	Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 100,000.00 to P 200,000.00	525.00	Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 200,000.00 to P 350,000.00	600.00	Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 350,000.00 to P 500,000.00	700.00	Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 500,000.00 to P 750,000.00	800.00	Over P 30,000,000.00	60,000.00
Over P 750,000.00 to P 850,000.00	1,000.00		1,250.00

(b.) On Banks



Rural Banks (Main or Branch)	Р	5,000.00
Thrift Banks (Main or Branch)		5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)		10,000.00
Universal Banks (Branch)		20,000.00

(c.) On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00

7. MULTIPLE AMENDMENTS IN BUSINESS/MAYOR'S PERMIT (CHANGE OWNERSHIP/CHANGE BUSINESS NAME/CHANGE ADDRESS-WITHIN CITY OF IMUS) and CHANGE OWNERSHIP IN BUSINESS/MAYOR'S PERMIT – (ON-SITE)



All enterprises that changed its status are required to amend its Business/Mayor's Permit.

OFFICE OR DIVISION	Business Permits and Licensing	Office	
CLASSIFICATION	Simple		
TYPE OF TRANSACTION	G2B – Government to Business		
WHO MAY AVAIL THE	All proprietors with new business in the City of Imus		
SERVICE			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Please fill-out the Business Perm		Business One-Stop Shop (BOSS), https://cityofimus.gov.ph	
Form (provided by BPLO) and su	bmit together with the		
following requirements:			
Business Retirement Certificate -	1 Photocopy	From the owner of the business (previously issued by City Treasurer's Office)	
Proof of Registration			
-DTI, if Sole Proprietorship		Business One-Stop Shop (BOSS), https://bnrs.dti.gov.ph/registration, Imus Satellite Office	
2 Copies - 1 Original, 1 Photocopy	or	- The District Mall, City of Imus, Any DTI Office	
-SEC Registration, if Partnership or	•	https://crs.sec.gov.ph/; Secretariat Building, PICC Complex	
2 Copies COMPLETE SET - 1 Original, 1 Photocopy or		Roxas Boulevard, Metro Manila Philippines	
004 (0		https://www.ada.gov.mh/maaaymaaa/daymalaada/amafamaa magistustian dayymaanta 007	
-CDA, if Cooperative		https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents; 827 Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary	
2 Copies - 1 Original, 1 Photocopy			
- Housing and Land Use Regulatory Board (HLURB) Registration /		cooperatives, this power has been delegated to the Regional or Extension Offices	
Department of Human Settlement and Urban Development		https://dhsud.gov.ph/services/homeowners-association/;	
(DHSUD) Registration (for Homeow		DHSUD Building, Kalayaan Avenue, corner Mayaman Street, Diliman, Quezon City, 1101	
Proof of right of applicant to use		From the owner of the business place	
· · · · · · · · · · · · · · · · · · ·		Trom the owner of the business place	
-Certified True Copy of Original Certificate Title (OCT)/ Certified True Copy of Transfer Certificate of Title (TCT)/			
Tax Declaration/- 1 Original (if owned)			
-Notarized Deed of Sale (if owned) - Original and 1 Photocopy-			
complete set			
-Notarized Contract to Sell (if unde	r amortization) -Original and 1		
Photocopy-complete set	, , , ,		
-Notarized Contract of Lease and L	essor's Business Permit (if		
renting)- Original and 1 Photocopy	•		



-Notarized Memorandum of Agreement/ Notarized written consent	
of property owner (if not owned, not renting) -Original and 1	
Photocopy-complete set	
- Death Certificate, Extrajudicial Settlement/Last Will and	
Testament/Affidavit of Self-Adjudication (if the title owner is	
deceased)- Original and 1 Photocopy-complete set	
-Notarized Consent of other title owner (if the business owner is	
one of the title owner)-Original	
-Secretary's Certificate (if title is single owned-for Corporation)-	
Original,	
-Certificate of Award Notice from NHA (if without title but with	
Tax Declaration) Original and 1 Photocopy	
-Affidavit of Sworn Declaration of all real properties for rent with	
tenants listed therein- Original (if lessor)	
-Tax declaration and Updated Tax Receipt - Original and 1	
Photocopy (From the Land Tax Office - Official Receipt of Real	
Property Tax-Amilyar))	
Location plan or sketch of the location with picture of	From the owner of the business
establishment (front, right, left side view including the road, and	
interior view)-1 Copy-complete set	
Certificate of Occupancy, if applicable -Original and 1	From the owner of the business/City Building Official Office
Photocopy	
OTHER REQUIREMENTS THAT MAY BE NEEDED:	-
Barangay Clearance/Endorsement for business (if not yet	From Barangay Hall where the business is located
integrated) -Original and 2 Photocopies	
Barangay Resolution -1 Photocopy	From Barangay Hall where the business is located
Homeowner's Association Resolution (HOA) endorsing the	From Homeowner's Association of the Subdivision where the business is located
project or business, if the location of the business is within a	
Residential Subdivision -Original and 1 Photocopy	
Other documents that may be necessary (depending on the	
nature of business)	
Market Clearance	From the Economic Enterprise Management Office (EEMO) located at Imus Public Market
for business is located in public market-Original and 1	
Photocopy	
Franchise Agreement and Consent	From the Franchisor of the business
for franchisee-Original and 1 Photocopy	





for Homeowners' Association - Original and 1 Photocopy Written Authorization Letter' SPA/ Secretary's Certificate with I.D.s from owner and authorized representative-(if Representative)1 Photocopy Letter of No Objection - Original Approval from the City Mayor Certificate of Attendance on Solid Waste Management Seminar (must attend seminar conducted by CENRO) Certificate of Non-Coverage (CNC) DENR-EMB (www.emb.gov.ph) - for WATER STATION, JUNKSHOPS, MEDICAL & DENTAL CLINIC, LABORATORIES, LAUNDRY, CARWASH - 1 Photocopy Environmental Compliance Certificate (ECC) DENR-EMB (www.emb.gov.ph) - for INDUSTRY, HOSPITAL, GASOLINE STATION, FUNERAL HOMES, MALL, SUPERMARKET, MANUFACTURER, FACTORY, POULTRY, PIGGERY, OTHER BUSINESS POSES POTENTIAL RISK/IMPACT TO ENVIRONMENT - 1 Photocopy Contract/MOA with Private Hauler - private hauler must have MOA with Sanitary Landfill and Certificate of Disposal for MALL, FASTFOOD CHAIN, RESTAURANT, SUPERMARKET, LARGE SCALE INDUSTRY, FACTORY (MANUFACTURING), WAREHOUSE, ET.AL - 2 Photocopies Contract/MOA with Private Infectious/Hazardous Waste Hauler (Certificate of Safe Disposal) for MEDICAL INFECTIOUS/TOXIC WASTE-2 Photocopies Discharge Permit (Water Pollution) -FOR RESTAURANTS, HOPPING MALLS, COMMERCIAL LABORATORIES, HOSPITAL, MARKETS, COMMERCIAL LABORATORIES, HOSPITAL, MARKETS, COMMERCIAL LABORATORIES, HOSPITAL, MARKETS, COMMERCIAL LABORATORIES, HOSPITAL, MARKETS, COMMERCIAL LABORATORIES, HOSPITAL MARKETS, COMMERCIAL		T =
Written Authorization Letter/ SPA/ Secretary's Certificate/Partnership Certificate with I.D.s from owner and authorized representative-(if Representative) 1 Photocopy Letter of No Objection — Original From Office of the City Mayor Approval from the City Mayor — Original From Office of the City Mayor Certificate of Attendance on Solid Waste Management Seminar (must attend seminar conducted by CENRO) Certificate of Non-Coverage (CNC) DENR-EMB (www.emb.gov.ph) - for WATER STATION, JUNKSHOPS, MEDICAL & DENTAL CLINIC, LABORATORIES, LAUNDRY, CARWASH - 1 Photocopy Environmental Compliance Certificate (ECC) DENR-EMB (www.emb.gov.ph) - for INDUSTRY, HOSPITAL, GASOLINE STATION, FUNERAL HOMES, MALL, SUPERMARKET, BUSINESS POSES POTENTIAL RISK/IMPACT TO ENVIRONMENT - 1 Photocopy Contract/MOA with Private Hauler - private hauler must have MOA with Sanitary Landfill and Certificate of Disposal for MOA WISH SANITARY, FACTORY (MANUFACTURING), WAREHOUSE, ET.AL-2 Photocopies Contract/MOA with Private Infectious/Hazardous Waste Hauler (Certificate of Safe Disposal) for MEDICAL INFECTIOUS/TOXIC WASTE-2 Photocopies Discharge Permit (Water Pollution) -FOR RESTAURANTS, HOPPING MALLS, COMMERCIAL LABORATORIES, HOSPITAL, MARKETS, COMMERCIAL LORIZORIES, HOSPITAL, MARKETS, COMMERCIAL LORIZORIES HOSPITAL HOSPITAL HOSPITAL HOSPITAL HOSPITAL HOSPITAL HOSPITAL	Annual Report to DHSUD (received/stamped)	From DHSUD
Certificate / Perpesentative-(if Representative) Photocopy Letter of No Objection - Original From Office of the City Mayor Approval from the City Mayor - Original From Office of the City Mayor - Original From Office of the City Mayor Approval from the City Mayor - Original From Office of the City Mayor - Original From Offi	U	
Letter of No Objection – Original From Office of the City Mayor Approval from the City Mayor – Original From Office of the City Mayor — Original From Denk-EMB (www.emb.gov.ph) From Denk-EMB (www.emb.gov.ph) — From Denk Edular — Original From		From the owner of the business
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HOSPITAL, MARKETS, COMMERCIAL CONDOMINIUMS, HOTELS, GASOLINE STATIONS, FUNERAL PARLOR, & OTHER ESTABLISHMENTS THAT USE WATER & DISCHARGE IT EVENTUALLY - 1 Photocopy Hazardous Waste Generators ID & Contract/MOA with Private Infectious/Hazardous Waste Hauler (Certificate of Safe Disposal)-FOR RESTAURANTS, SHOPPING MALLS, From Private Infectious/Hazardous Waste Hauler	Discharge Permit (Water Pollution) -FOR RESTAURANTS,	From DENR-EMB (www.emb.gov.ph)
HOTELS, GASOLINE STATIONS, FUNERAL PARLOR, & OTHER ESTABLISHMENTS THAT USE WATER & DISCHARGE IT EVENTUALLY - 1 Photocopy Hazardous Waste Generators ID & Contract/MOA with Private Infectious/Hazardous Waste Hauler (Certificate of Safe Disposal)-FOR RESTAURANTS, SHOPPING MALLS, From Private Infectious/Hazardous Waste Hauler	SHOPPING MALLS, COMMERCIAL LABORATORIES,	
OTHER ESTABLISHMENTS THAT USE WATER & DISCHARGE IT EVENTUALLY - 1 Photocopy Hazardous Waste Generators ID & Contract/MOA with Private Infectious/Hazardous Waste Hauler (Certificate of Safe Disposal)-FOR RESTAURANTS, SHOPPING MALLS, From Private Infectious/Hazardous Waste Hauler From Private Infectious/Hazardous Waste Hauler	HOSPITAL, MARKETS, COMMERCIAL CONDOMINIUMS,	
OTHER ESTABLISHMENTS THAT USE WATER & DISCHARGE IT EVENTUALLY - 1 Photocopy Hazardous Waste Generators ID & Contract/MOA with Private Infectious/Hazardous Waste Hauler (Certificate of Safe Disposal)-FOR RESTAURANTS, SHOPPING MALLS, From Private Infectious/Hazardous Waste Hauler From Private Infectious/Hazardous Waste Hauler	HOTELS, GASOLINE STATIONS, FUNERAL PARLOR, &	
Hazardous Waste Generators ID & Contract/MOA with Private Infectious/Hazardous Waste Hauler (Certificate of Safe Disposal)-FOR RESTAURANTS, SHOPPING MALLS, From Private Infectious/Hazardous Waste Hauler		
Hazardous Waste Generators ID & Contract/MOA with Private Infectious/Hazardous Waste Hauler (Certificate of Safe Disposal)-FOR RESTAURANTS, SHOPPING MALLS, From Private Infectious/Hazardous Waste Hauler	IT EVENTUALLY - 1 Photocopy	
Disposal)-FOR RESTAURANTS, SHOPPING MALLS,		From Private Infectious/Hazardous Waste Hauler
	Infectious/Hazardous Waste Hauler (Certificate of Safe	
	Disposal)-FOR RESTAURANTS, SHOPPING MALLS,	





	1100DITAL 1145:/	T		
COMMERCIAL LABORATORIES,				
COMMERCIAL CONDOMINIUMS, HOTELS, GASOLINE				
STATIONS, FUNERAL PARLOR, & OTHER ESTABLISHMENTS				
THAT USE CHEMICAL DISCHAR	GE/HAZARDOUS			
SUBSTANCES - 1 Photocopy				
Permit to Operate (Air Pollution)		From DENR-EMB (www.emb.gov.ph)		
MANUFACTURING/INDUSTRY wi				
generators, or any operation pro-	ducing dust or particulate			
matter - 1 Photocopy				
Picture of Grease Trap FOR RES	TAURANT, EATERY,	From the owner of the business		
CARINDERIA - 1 Photocopy				
Water Permit from National Wate		From National Water Resources Board	I (NWRB) (nwrb.gov.ph)	
(nwrb.gov.ph) if source of water i				
WATER REFILLING STATION, CA	ARWASH, LAUNDRY) - 1			
Photocopy				
Latest Result of Physico-Chemical Analysis Examination		From Water Testing Laboratory		
	for food establishment & water station – Original			
Health Certificate of Staff		From City Health Office		
for food establishment, water sta				
Urinalysis (1 month validity) – Original		From Department of Health (DOH)Acci		
Fecalysis (1 month validity) - Ori		From Department of Health (DOH)Acci	redited Laboratory	
Chest X-Ray (6 months validity) -	- Original	From Department of Health (DOH)Acci		
Drug Test (1 year validity) - Origin	nal	From Department of Health (DOH)Acci	redited Laboratory	
Pest/Vermin Control		From any legitimate Pest Control estab	olishments	
for food establishment, fast-food	chain, supermarket - Original			
Clearance		From City Veterinary Office		
for meat retailer, poultry and pet	supplies retailer - Original	l com only votermany office		
CLIENT STEPS AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete	1. Assess the requirements	None	20 minutes	Mary Grace Basa;
requirements	and issue the Business Tax			Regina Camaclang;
	Order of Payment			Ruby Concepcion;
	(Assessment Form)			Rolando Dela Cruz;
	,			Ma. Elinor Laureles;
				Roehl Mañago, Jr.;
				Dianne Lois Marcial;
		40:0:0		Ruby Ordoñez;
	I		l .	

, CITY OF IMUS

				Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment. Pass the Business Tax Order of Payment (Assessment Form), O.R., CTC, to BFP personnel for Fire Inspection Fee payment, then to Sanitary Inspector for Sanitary Permit	Zoning Fee - Based on Type of Establishment Building Inspection Fee - Based on Type of Structure	10 minutes	City Treasurer's Office assigned personnel
3. Claim the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	Order of Payment (Assessment Form) with	None	30 minutes	Norman Angeles; Luisito Dominguez; Felizardo San Jose, Jr.; Melani Unawa; Richard Villanueva; Zecel Secretario
		e Client Satisfaction Rating Form	41	
	TOTAL	Based on computation	1 hour	

Mayor's Permit Fee

(a.) On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and I of City Ordinance No. 04-133 S. 2019:

, CITY OF IMUS

CITIZEN'S CHARTER

Asset Size	Amount	Asset Size	Amount
P 10,000.00 and below	150.00	Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 10,000.00 to P 30,000.00	225.00	Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 30,000.00 to P 50,000.00	300.00	Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 50,000.00 to P 75,000.00	375.00	Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 75,000.00 to P 100,000.00	450.00	Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 100,000.00 to P 200,000.00	525.00	Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 200,000.00 to P 350,000.00	600.00	Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 350,000.00 to P 500,000.00	700.00	Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 500,000.00 to P 750,000.00	800.00	Over P 30,000,000.00	60,000.00
Over P 750,000.00 to P 850,000.00	1,000.00		1,250.00

(b). On Banks

Rural Banks (Main or Branch)	P 5,000.00
Thrift Banks (Main or Branch)	5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)	10,000.00
Universal Banks (Branch)	20,000.00

On Main Offices, one half (1/2) of the Permit Fee enumerated.

(c.) On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00

8. ISSUANCE OF MAYOR'S PERMIT FOR COOPERATIVE

Cooperatives are required to obtain or secure Mayor's Permit and pay the commensurate cost of regulation, inspection, and surveillance of the operation of its business.



OFFICE OR DIVISION	Business Permits and Licensing Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Busines	S		
WHO MAY AVAIL THE SERVICE	All Cooperatives in the City of	lmus		
CHECKLIST OF RE			HERE TO SECURE	
Cooperative Development Authority	(CDA) Registration (2 Copies -	https://www.cda.gov.ph/resources/do		
1 Original, 1 Photocopy)		Aurora Blvd., Immaculate Conception		
		cooperatives, this power has been de	elegated to the Regional o	r Extension Offices.
Community Tax Certificate (CEDUL	A)	City Treasurer's Office		
OTHER REQUIREMENTS THAT M	AY BE NEEDED:			
Barangay Clearance for business (2	Copies – 1 Original,1	Barangay Hall where the business is	located	
Photocopy)				
Written Authorization Letter /Secr	etary's	From the owner of the business		
Certificate/Partnership Certificate with I.D.s from owner and				
authorized representative-(if Repr	resentative)1 Photocopy			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the complete	Assess the requirements	None	5 minutes	Mary Grace Basa;
requirements	and issue the Assessment			Regina Camaclang;
	Form			Rolando Dela Cruz;
				Ma. Elinor Laureles;
				Roehl Mañago, Jr.;
				Dianne Lois Marcial;
				Ruby Ordoñez;
				Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment and	Mayor's Permit - P1,000.00	5 minutes	City Treasurer's Office
	issue the O.R.			assigned personnel
3. Claim the Mayor's Permit	3. Issue the Mayor's Permit	None	5 minutes	Norman Angeles;
Certificate	Certificate			Luisito Dominguez;
				Felizardo San Jose, Jr.;
				Melani Unawa;
				Richard Villanueva;
				Zecel Secretario
	Fill-out th	e Client Satisfaction Rating Form		
	TOTAL	Based on computation	15 minutes	

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9. ISSUANCE OF TEMPORARY OR SEASONAL VENDOR'S PERMIT

Mayor's Permit is issued to temporary or seasonal vendors and exhibitors engaged in the sale or display of goods or services during fairs, fiestas, Christmas, foundation or anniversary day, and other holidays or special occasions, for a period of at least one (1) day but not more than one (1) year, in temporary booths or other temporary structures, located indoors or outdoors, whether leased or free.

OFFICE OR DIVISION	Business Permits and Licensing Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business			
WHO MAY AVAIL THE	All potential proprietors with business	in the City of Imus		
SERVICE				
CHECKLIST O	F REQUIREMENTS		WHERE TO SECURE	
DTI, if Sole Proprietorship (2 Cop	oies - 1 Original,	Business One-Stop Shop (BOS	SS), https://bnrs.dti.gov.	ph/registration, Imus Satellite
1 Photocopy)		Office - The District Mall, City of	of Imus, Any DTI Office	
or SEC Registration, if Partnership	p or Corporation			
(2 Copies - 1 Original, 1 Photocop	py)	https://crs.sec.gov.ph/; Secretari		lex
		Roxas Boulevard, Metro Manila	Philippines	
or CDA, if Cooperative (2 Copies	- 1 Original,			
1 Photocopy)		https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents; 827		
		Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary		
cooperatives, this power has been delegated to the Regional or Extension (
		From the owner/lessor of the bu	ilding or commercial stal	1
Community Tax Certificate (CEDL	,	City Treasurer's Office		
OTHER REQUIREMENTS THAT		<u>, </u>		
Barangay Clearance/Endorseme		Barangay Hall where the business is located		
integrated) -Original and 2 Photo	•			
Approval from the City Mayor –		From the Office of the City Mayor		
	Written Authorization Letter /Secretary's Certificate/Partnership		From the owner of the business	
Certificate with I.D.s from owner and authorized representative-(if				
Representative)1 Photocopy				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete	Assess the requirements and	None	5 minutes	Mary Grace Basa;
requirements	issue the Assessment Form			Regina Camaclang;



				Rolando Dela Cruz; Ma. Elinor Laureles; Roehl Mañago, Jr.; Dianne Lois Marcial; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	Business Taxes Renewal Based on Annual Gross Sales/Receipts Mayor's Permit Fee Four (4) square meters or less Php 7.00/day More than four (4) square meters Php 60.00/sq.m. per mo. (Refer to City Ordinance No. 04-133 S. 2019)	5 minutes	City Treasurer's Office assigned personnel
Claim the Mayor's Permit Certificate	3. Issue the Mayor's Permit Certificate	None	5 minutes	Norman T. Angeles; Luisito E. Dominguez Melani M. Unawa Richard M. Villanueva
		ient Satisfaction Rating Form		
	TOTAL	Based on computation	15 minutes	

Mayor's Permit Fee

Size	Amount
Four (4) square meters or less	P 7.00/day
More than four (4) square meters	60.00/sq.m./mo.

Business Taxes

- Renewal
- A. On the businesses hereunder enumerated: All other similar activities consisting essentially of the sales of services for a fee.



Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,161.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,613.00
150,000.00 or more but less than 200,000.00	3,484.00
200,000.00 or more but less than 250,000.00	4,791.00
250,000.00 or more but less than 300,000.00	6,098.00
300,000.00 or more but less than 400,000.00	8,131.00
400,000.00 or more but less than 500,000.00	10,890.00
500,000.00 or more but less than 750,000.00	12,210.00
750,000.00 or more but less than 1,000,000.00	13,530.00
1,000,000.00 or more but less than 2,000,000.00	15,180.00
2,000,000.00 or more	P15,180.00 plus 66% of 1% over P2.0 million

Provided, that in no case shall the tax on gross sales of P2, 000,000.00 or more be less than P15, 180.00.

B. On retailers with gross receipts or sales for the preceding year in the amount of:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,306.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,468.00
150,000.00 or more but less than 200,000.00	3,194.00
200,000.00 or more but less than 300,000.00	4,345.00
300,000.00 or more but less than 500,000.00	5,416.00
500,000.00 or more but less than 750,000.00	8,712.00
750,000.00 or more but less than 1,000.000.00	11,616.00
1,000,000.00 or more but less than 100,000,000.00	11,616.00 plus 66% of 1% over P1.0 million but less than P100 million
100,000,000.00 or more but less than 500,000,000.00	665,016.00 plus 1.10% over P100 million but less than P500 million
500,000,000.00 or more	P5,065,016.00 plus 82.5% of 1% over P500 million



10. ISSUANCE OF PERMIT FOR AMBULANT AND ITINERANT AMUSEMENT OPERATORS

Mayor's Permit is issued to operators of amusement area particularly within the Imus Town Plaza, Imus Covered Court and its vicinity.

OFFICE OR DIVISION	Business Permits and Licensing Office							
CLASSIFICATION	Simple							
TYPE OF TRANSACTION	G2B – Government to Business							
WHO MAY AVAIL THE SERVICE	All potential proprietors with business	All potential proprietors with business in the City of Imus						
CHECKLIST OF	REQUIREMENTS		WHERE TO SECURE					
Endorsement Letter from the City Ma		Office of the City Mayor/ City	Administrator's Office					
Community Tax Certificate (CEDULA		City Treasurer's Office						
OTHER REQUIREMENTS THAT MA	AY BE NEEDED:							
	t for business (if not yet integrated)	Barangay Hall where the busi	ness is located					
-Original and 2 Photocopies								
	Secretary's Certificate/Partnership	From the owner of the busine	SS					
	er and authorized representative-(if							
Representative)1 Photocopy								
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE				
1. Submit the complete	• • • • • • • • • • • • • • • • • • •	None	5 minutes	Mary Grace Basa;				
requirements	the Assessment Form			Regina Camaclang;				
				Rolando Dela Cruz;				
				Ma. Elinor Laureles;				
				Roehl Mañago, Jr.;				
				Dianne Lois Marcial;				
				Ruby Ordoñez;				
0. Describe an envise difference	O. Danaina tha managara and an diagona tha	M	E variante a	Glenn Elmer Ramirez				
2. Pay the required fee(s)	2. Receive the payment and issue the	Mayor's Permit Fee	5 minutes	City Treasurer's Office				
	O.R.	Php 600.00 per sq.m./day		assigned personnel				
		(particularly within the Imus						
		City Plaza, Imus Covered						
		Court, and its vicinity)						
		Circus, Carnivals, or the like						
		Php 500.00 per day						



				1 III Out	TOTAL	Based on computation	15 minutes	
				Fill-out	the Client	t Satisfaction Rating Form		Tricilaid W. Villandeva
								Melani M. Unawa; Richard M. Villanueva
Certificate			Certificate					Luisito E. Dominguez;
3. Claim	Mayor's	Permit		Mayor's	Permit	None	5 minutes	Norman T. Angeles;
						4 sq.m.) per day		
						Php 1,500.00 (greater than		
						than or equal to 4 sq.m.) Other gaming stalls		
						Php 750.00 per day (less		
						game booths		
						Shooting gallery and other		
						public property) Php 1,200.00 per day		
						, , , , , , , , , , , , , , , , , , , ,		
						Mechanical rides(within		
						Swing and other		
						Mechanical rides(within Imus City Plaza or any		

11. ISSUANCE OF OTHER PERMITS

Mayor's Permit is issued to cockpit operators/owners/licensees and cockpit personnel. The following are the other issued permits:

- o Permit for Cockpit Owners/Operators/ Licensees
- o Permit for Promoters and Cockpit Personnel
- Special Permit for Cockfighting

OFFICE OR DIVISION	Business Permits and Licensing Office
CLASSIFICATION	Simple





TYPE OF TRANSACTION	G2B – Government to Business						
WHO MAY AVAIL THE SERVICE	All residents and non-residents of	the City of Imus					
	All cockpit owners of the City of Im	All cockpit owners of the City of Imus (for issuance of Special Permit					
	for Cockfighting)						
CHECKLIST OF F		W	HERE TO SECURE				
Permit for Cockpit Owners/Opera	tors/ Licensees						
New License			.				
Zoning/Locational Clearance (issued		City Planning and Development Off	fice				
Building Plan and Design (duly appro		City Engineering Office					
Sanitary Permit/Clearance (issued by	the City Health Officer)	City Health Office					
Annual Renewal							
Certification from the City Engineer t from material, structural or other physical control of the control of th		City Engineering Office					
Sanitary Permit/Clearance (issued by		City Health Office					
Permit for Promoters and Cockpit							
Community Tax Certificate (CTC)		City Treasurer's Office					
Special Permit for Cockfighting							
Endorsement Letter from the City M	ayor/City Administrator	Office of the City Mayor/ City Administrator's Office					
Community Tax Certificate (CTC)							
		City Treasurer's Office					
OTHER REQUIREMENTS THAT M							
Barangay Clearance/Endorsement integrated) - Original and 2 Photocol	•	Barangay Hall where the business is located					
Written Authorization Letter /Se	cretary's Certificate/Partnership	From the owner of the business					
Certificate with I.D.s from owner	and authorized representative-(if						
Representative)1 Photocopy							
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
1. Submit the complete	1. Assess the requirements and	None	5 minutes	Mary Grace Basa;			
requirements	issue the Assessment Form			Regina Camaclang;			
				Rolando Dela Cruz;			
				Ma. Elinor Laureles;			
				Roehl Mañago, Jr.;			
				Dianne Lois Marcial;			
				Ruby Ordoñez;			



				Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment and issue	A. Owner/operator/licensee of	5 minutes	City Treasurer's Office
	the O.R.	the cockpit:		assigned personnel
		Application Filing Fee		
		Php 3,000.00		
		Annual Cockpit Permit Fee		
		Php 15,000.00		
		B. Permit for Promoters and		
		Cockpit Personnel		
		Cockpit Personnel		
		Promoter/Hosts		
		Php 2,000.00 per annum		
		Pit Manager		
		Php 500.00 per annum		
		Referee		
		Php 300.00 per annum		
		Bet Taker (Kristo/Llamador)		
		Php 300.00 per annum		
		Bet Manager (Maciador/Kasador)		
		Php 300.00 per annum		
		Gaffer (Mananari)		
		Php 200.00 per annum		
		Cashier		
		Php 200.00 per annum		
		Derby (Matchmaker)		
		Php 200.00 per annum		
		C. Soltada		
		Ordinary/Regular/Hackfight		
		Php 50.00 per fight		
		Plasada		
		1% of the total bet of the		
		winner		
		Special Permit Fee for		
		Cockfighting		
		A. Special Cockfights		
		(Pintakasi)		



							TOTAL	Based on Computation	15 minutes	
						Fill-		lient Satisfaction Rating Form		
										Melani M. Unawa; Richard M. Villanueva
Certificate		,		Certificate		•				Luisito E. Dominguez;
3. Claim	the	Mayor's	Permit	3. Issue	the	Mayor's	Permit	None	5 minutes	Norman T. Angeles;
								Php 200.00 per fight		
								Php 120.00 per fight International Derby		
								Special Cockfight and Derby		
								C. Soltada		
								Php 3,000.00 per day		
								International Derby		
								Php 6,000.00 per day		
								Php 5,000.00 per day Five-Cock (or more) Derby		
								Four-Cock Derby		
								Php 4,000.00 per day		
								Three-Cock Derby		
								Php 3,000.00 per day		
								Two-Cock Derby		
								"Timbangan"		
								Php 2,000.00 per day		
								from Promoters of: One-Cock "Ulutan" and		
								B. Special Derby Assessment		
								Php1,000.00 per day		

12. ISSUANCE OF CERTIFICATION

The certification for non-existing business, with existing business, or other certifications related to businesses are issued by this office that are usually required for scholarships, hospitalization, BIR, and others. The following are the issued certifications:

- $\circ\quad$ Certification with existing business and non-existing business
- o Other Certifications

OFFICE OR DIVISION	Business Permits and Licensing Office
CLASSIFICATION	Simple

TYPE OF TRANSACTION	G2B – Government to Business, G2G – Government to Government, G2C – Government to Citizen						
WHO MAY AVAIL THE SERVICE	All residents and non-residents	of the City of Imus					
CHECKLIST OF RE	QUIREMENTS	WI	WHERE TO SECURE				
Request Letter		From the requesting party					
Community Tax Certificate (CEDULA	4)	City Treasurer's Office					
OTHER REQUIREMENTS THAT MA	AY BE NEEDED:						
Written Authorization Letter (if Re	presentative)1 Photocopy	From the requesting party					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
requirements	Assess the requirements and issue the Assessment Form	None	5 minutes	Mary Grace Basa; Regina Camaclang; Rolando Dela Cruz; Ma. Elinor Laureles; Roehl Mañago, Jr.; Dianne Lois Marcial; Ruby Ordoñez; Glenn Elmer Ramirez			
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	With Existing Business Certification P 50.00 Non-Existing Business Certification P 50.00 Other Certifications P 50.00 Documentary Stamp Tax Php 30.00	5 minutes	City Treasurer's Office assigned personnel			
3. Claim the Certificate	3. Issue the Certificate	None	5 minutes	Norman T. Angeles; Luisito E. Dominguez; Melani M. Unawa; Richard M. Villanueva			
		e Client Satisfaction Rating Form					
	TOTAL	P80.00	15 minutes				

13. ISSUANCE OF CEMETERY CONTRACT OF LEASE (for lots owned by the city)

A Cemetery Contract of Lease for lots owned by this city is issued to the relative of the deceased resident of Imus. Rental fee is collected for the rental of Municipal Cemetery lots/niche with the lease period of five (5) years.

OFFICE OR DIVISION	Business Permits and Licensing Office
CLASSIFICATION	Simple

TYPE OF TRANSACTION	G2C – Government to Citizen					
WHO MAY AVAIL THE SERVICE	All residents and non-residents of	the City of Imus				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SECURE			
Referral Letter (issued by BPLO)		Business Permits & Licensing Off	ice			
Community Tax Certificate (CEDULA	A) of informant	City Treasurer's Office				
Registered Death Certificate		From the Local Civil Registrar's C	Office of the City/City whe	re the person died;		
Transfer Permit in case the dece jurisdiction of the city;	ased died outside the territorial	From the Treasurer's Office of the				
Previous Cemetery Contract (if rene	wal)	From the relative of the deceased	or person who processe	ed the previous contract		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Present the requirements and get the Referral Letter	Evaluate requirements and issue Referral Letter for signature of cemetery caretaker	None	2 minutes (stop time)	Mary Grace Basa; Regina Camaclang; Rolando Dela Cruz; Ma. Elinor Laureles; Roehl Mañago, Jr.; Dianne Lois Marcial; Ruby Ordoñez; Glenn Elmer Ramirez		
2. Present the Referral Letter	2. Fill-out the Referral Letter & sign	None	5 minutes (stop time)	Nelson Vasquez (cemetery caretaker)		
3. Present the Referral Letter with signature of cemetery caretaker	3. Check the requirements and approve the Referral Letter	None	10 minutes	General Services Office personnel		
4. Present the Referral Letter with the complete requirements and receive the Cemetery Contract of Lease	4. Prepare Cemetery Contract of Lease, to be signed by concerned personnel and release for signature of the City Mayor	None	5 minutes	Norman T. Angeles; Luisito E. Dominguez; Melani M. Unawa; Richard M. Villanueva		
5. Pay the required fee(s) at the City Treasurer's Office	5. Receive the payment and issue the O.R.	Alapan Public Cemetery Contract Fee New Php 1,500.00 Renewal Php 500.00 Construction of new tomb fee Php 6,500.00	5 minutes	City Treasurer's Office assigned personnel		



6. Submit Cemetery Contract of	6. The lessor (City Mayor) will	Construction of old tomb fee Php 5,000.00 Construction of bone crypt Php 3,000.00 Toclong Public Cemetery Contract Fee New Php 1,500.00 Lot Renewal Php 100.00/sq.m./year None	1 day	City Mayor
Lease for signature 7. Notarize the Cemetery Contract of Lease	7. Wait for the client	None	(stop time)	Any notary public office
8. Present the O.R. and Cemetery Contract of Lease (paid, signed and notarized)	8.1 Write the O.R. no. in the Contract of Lease; 8.2 Get a copy of Cemetery Contract of Lease, and Referral Letter for filing	None	1 minute	Norman Angeles; Luisito Dominguez; Melani Unawa; Richard Villanueva
Fill-out the Client Satisfaction Rating Form				
	TOTAL	Depending on the option chosen	1 day and 28 minutes	

14. CERTIFIED COPY OF DOCUMENTS

Certified copy of Mayor's Permit or any certifications/permits originated from this office is issued to the requesting party.

OFFICE OR DIVISION	Business Permits and Licensing	Office
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All business owners or authorize	ed personnel of the requesting party
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Photocopy of document/s originated from this office		From the requesting party



OTHER REQUIREMENTS THAT	MAY BE NEEDED:			
Written Authorization Letter /Secretary's Certificate/Partnership		From the requesting party		
Certificate with I.D.s from owner and authorized representative-				
(if Representative)1 Photocopy				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	Assess the requirements and issue the Assessment Form	None	2 minutes	Mary Grace Basa; Regina Camaclang; Rolando Dela Cruz; Ma. Elinor Laureles; Roehl Mañago, Jr.; Dianne Lois Marcial; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	Certified Copy Php 50.00 per copy Documentary Stamp Tax Php 30.00	5 minutes	City Treasurer's Office assigned personnel
3. Claim the Certified Copy of document	3. Issue the Certified Copy of document	None	2 minutes	Norman T. Angeles; Luisito E. Dominguez; Melani M. Unawa; Richard M. Villanueva
Fill-out the Client Satisfaction Rating Form				
	TOTAL	P 80.00	9 minutes	

15. VERIFICATION OF RECORDS

The requesting party may verify the records from this office in relation to business permit issued.

OFFICE OR DIVISION	Business Permits and Licensing C	Office	
CLASSIFICATION	Simple		
TYPE OF TRANSACTION	G2B – Government to Business, G2G – Government to Government, G2C – Government to Citizen		
WHO MAY AVAIL THE SERVICE	All requesting parties or authorized personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Request letter (written letter, email)		From the requesting party	



OTHER REQUIREMENTS THAT MA	Y BE NEEDED:			
Written Authorization Letter /Secretary's Certificate/Partnership Certificate with I.D.s from owner and authorized representative-(if Representative)1 Photocopy		From the requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	Verify the request from the database	None	5 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion; Ma. Elinor Laureles
2. Receive the reply thru letter/certification or email	2. Prepare the letter/certification or email and send to the requesting party	None	5 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion; Ma. Elinor Laureles
Fill-out the Client Satisfaction Rating Form				
	TOTAL	None	10 minutes	

Note: All information to be disclosed will be in accordance with the Data Privacy Act

16. FILING OF BUSINESS COMPLAINT

Complaint on business establishments in City of Imus is filed in this office to undertake necessary actions.

OFFICE OR DIVISION	Business Permits and Licensin	g Office	
CLASSIFICATION	Complex		
TYPE OF TRANSACTION	G2B – Government to Business, G2G – Government to Government, G2C – Government to Citizen		
WHO MAY AVAIL THE SERVICE	All residents and non-residents of Imus		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Accomplished Business Complaint Form or		Business Permits and Licensing Office (BPLO)	



Letter of Complaint From the requesting party				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill-out and submit Business Complaint Form or Letter of Complaint		None	5 minutes	Regina C. Camaclang; Ruby R. Concepcion; Rolando S. Dela Cruz; Ma. Elinor G. Laureles
	1.2 Schedule the ocular inspection of the business	None	2 minutes	Will be inspected on
	complaint		(stop time)	scheduled date
	1.3 Ocular inspection on the scheduled date ("Special Visit") and take photos	None	1 day	Rolando S. Dela Cruz; Luisito E. Dominguez; Roehl R. Mañago, Jr.; Dianne Lois Marcial;
	1.4 Prepare the Inspection Report	None	5 minutes	Glenn Elmer S. Ramirez Felizardo San Jose, Jr.; Zecel N. Secretario;
	1.5 Encode the inspected business establishment in the computer system and prepare an arrears assessment, if necessary	None	5 minutes	Job Order employees assigned to BPLO
	1.6 File the Inspection Report and attachments (per business)	None	3 minutes	Regina Camaclang
2. Receive feedback or update	Send feedback or update to the complainant	None	5 minutes	Regina C. Camaclang; Ruby R. Concepcion; Rolando S. Dela Cruz; Ma. Elinor G. Laureles
	TOTAL	None	1 day and 25 minutes	



FEEDBACK AND REDRESS MECHANISM

Please let us know how we have served you by accomplishing our Feedback Form and drop it in the suggestion box provided.

You can reach us at: imusbplo@gmail.com; (046) 888 9910; (046) 888 9912

CITIZEN'S CHARTER



Contact Person: Ms. Jasmin C. Ramos

City Government Department Head I

Location: The **Business Permits and Licensing Office** is located at the Ground Level of the City of Imus Government Center,

Malagasang I-G, City of Imus, Cavite

Office Hours: 8:00 A.M. to 5:00 P.M. Mondays to Fridays (No Noon Break)

