

**PROCESS FLOW IN SECURING BUSINESS PERMIT
(2017)**

STANDARD STEPS:

As per DTI, DILG & DICT JMC No. 01 Series of 2016 dated Aug.30,2016
(Revised Standards in processing business permits and licenses in all cities and municipalities)

1. **APPLICATION FILING AND VERIFICATION** – Submission of complete accomplished application form with attached documentary requirements and one time verification.
2. **ASSESSMENT**- one-time assessment of taxes, fees and charges, and
3. **PAY AND CLAIM** – one-time payment of taxes, fees and charges, receipt of Official Receipt (OR) as proof of payment of taxes, fees and charges imposed by the City/ Municipality and BFP in securing Business Permit and other regulatory permits and clearances.

