

SECURING NEW BUSINESS PERMIT/RENEWAL OF BUSINESS PERMIT

- *All enterprises are required to secure a Mayor's Permit and Business License before the start of business operations*
- *All other requirements required by law, ordinance and rules are subject to "post-audit" process*
- *Post-Audit Process: After client has secured the Mayor's Permit and Business License, the business establishment is subject for inspection by the relevant offices of the city.*

Office Address	:	The City Hall, 1 st Floor, Annex Building City Finance Department, Capistrano-Hayes Streets Cagayan de Oro City
Contact No.	:	088 857 5043, 088 857 5044
Email Address	:	citytreasurer.cagayandeoro@gmail.com
Frontline Personnel	:	Kiosk Assistants Revenue Collectors City Mayor's Office Business Permit & Licensing Division Personnel
Frontline Supervisor	:	Mr. Ramon Antonio R. Mendoza
Office Head	:	Mr. Glenn C. Bañez, MPA, Ph.D.
Client/s	:	Business Operators
Requirement/s	:	For New Applications: <ul style="list-style-type: none"> • Barangay Clearance/Authority to Operate • Articles of Incorporation/SEC Registration, if applicable • Additional requirements: <ul style="list-style-type: none"> - Depends on the nature of business - To be submitted within the 30-day compliance period For Renewal of Existing Business Permit: <ul style="list-style-type: none"> • Barangay Clearance/Authority to Operate • Existing business license • Proof of Payment (Official Receipts) • Latest Income Tax Return • Comparative Financial Statement • Monthly/Quarterly VAT Payments
Schedule	:	Monday to Friday, 8:00 AM to 5:00 PM Saturday, 9:00 AM to 3:00 PM

Fee/s : Depending on amount of business taxes/fees and CTC
(Important: Only Cash/Manager's Check, Cashier's Check/Certified Checks are accepted for payment)

Duration : 19-22 minutes

HOW TO AVAIL OF THE SERVICE:

STEP	CLIENT ACTION	LGU ACTION	OFFICE OR UNIT AND PERSON RESPONSIBLE	LOCATION OF SERVICE	DURATION OF SERVICE
1	Go to the Kiosk and accomplish Business License Application by utilizing the Application for New Business Module.	Automated print out of accomplished BP application form and Queuing number	Kiosk Assistants	City Treasurer's Office, 1 st Floor City Hall Annex Building, Cagayan de Oro City (Business One Stop Shop-BOSS)	5 minutes
2.	Submit BP Application for evaluation.		Tax Mapping Division, City Finance Dept.		5-8 minutes
3	Get Queuing number at Kiosk by using the Business Payment Module.	Machine issuance of queuing number	Kiosk Assistants		2 minutes
4	Pay the assessed taxes and fees when number is called (Please take extra care to observe color coding of transaction in the display monitor).	Issue Official Receipt	Revenue Collector, Business Tax Division, City Finance Dept.		2 minutes
5	Present approved BP Application together with proof of payment for issuance of business license and acknowledge receipt of business license	Issuance of business license	License Inspector, Business Permits and Licensing Division, City Mayor's Office		5 minutes