

REQUIREMENTS IN SECURING MAYOR'S PERMIT

STEP 1. Get your APPLICATION FORM for Mayor's Permit at the Treasurer's Office for Assessment and Payment.

Requirements:

- a. Present a photocopy of your DTI Business Permit for new applicants.
- b. For old business applicants, present last year's Mayors Permit.
- c. BIR Tax Report
- d. Secure CEDULA for Business from the Treasurer's Office
- e. Secure BARANGAY BUSINESS CLEARANCE from the Barangay where the business is located.
- f. Secure POLICE CLEARANCE from the Municipal Police station.
 - Secure Certification of Compliance for Banks, Pawnshops, Money-changing shops, Lending Institutions, and other Financial Institutions who are required to install close circuit television. (CCTV) systems/cameras and alarm system.
- g. Secure FIRE PERMIT from the Municipal Fire Department.
- h. Secure SANITARY PERMIT from the Municipal Health Office.
- i. Secure BUILDING INSPECTION PERMIT from the office of the Municipal Engineer.
- j. Secure MAYOR'S CLEARANCE from the Mayor's Office

STEP 2. Releasing of Mayor's Permit from the Office of the Mayor.