



BUSINESS PERMIT AND LICENSING OFFICE
EXTERNAL SERVICES



16. ISSUANCE OF BUSINESS PERMITS AND LICENSES

The Mayor's Permit shall be granted for a period of not more than one (1) year and shall expire on the thirty-first (31st) of December following date of issuance unless revoked or surrendered earlier. Every permit shall cease to be in force upon revocation or surrender thereof. The permit issued shall be renewed within the first twenty (20) days of January. It shall have a continuing validity only upon renewal thereof and payment of the corresponding fee.

Office or Division:	Municipal Treasurer's Office
Classification:	Simple
Type of Transaction:	G2B - GOVERNMENT TO BUSINESS ENTITY
Who may avail:	Any person who shall establish operate or conduct any business, trade or activity in the municipality of Santa Ana with Thirty Thousand Pesos (30,000.00) above of gross sales of the proceeding calendar year.
CHECKLIST OF REQUIREMENTS	
For New Business	WHERE TO SECURE
Registration Proof of business registration, incorporation, or legal personality (DTI/ SEC/ Cooperative Development Authority (CDA) registration) (1 original Copy and 1 Xerox Copy)	For single proprietorship (DTI), Corporation (SEC) and Cooperative (CDA)
Community Tax Certificate (1 original copy)	Santa Ana Business One-Stop Shop Facility
Zoning / Locational Clearance (1 original Copy)	Municipal Planning & Development Coordinator Office – LGU Santa Ana
Occupancy Permit, if required by national laws (Building Code) and local laws	Santa Ana Municipal Engineering Office
Sanitary Permit / Health Certificate (1 original copy)	Santa Ana Municipal Health Office
Contract of Lease (if Lessee) (1 photocopy)	Lessor
Barangay Business Clearance (1 original copy)	Santa Ana Business One-Stop Shop Facility
Fire Safety Inspection Certificate (1 original copy)	Bureau of Fire Protection – Santa Ana Fire Station
For Renewal of Business Basis for computing taxes, fees, and charges (Income Tax Returns, Duly Certified Audited Financial Statement or Sworn Declaration of Gross Sales) (1 original copy)	BIR, Company Accountant, Notary Public Office
Barangay Business Clearance (1 original copy)	Santa Ana Business One-Stop Shop Facility
Community Tax Certificate (1 original copy)	Santa Ana Business One-Stop Shop Facility



Sanitary Permit / Health Certificate (1 original copy)		Santa Ana Municipal Health Office		
Fire Safety Inspection Certificate (1 original copy)		Bureau of Fire Protection - Santa Ana Fire Station		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished application form with complete requirements	1.1 Receive, evaluate, and verify the application form and documentary requirements.	None	5 minutes	<i>Business Permit and Licensing Officer (BPLO)</i>
	1.2 Encode and Assess the corresponding taxes, fees, and charges.	None	10 Minutes	<i>Business Permit and Licensing Officer (BPLO)</i> <i>Admin. Aide II Municipal Treasurer's Office</i>
2. Pay the amount due and Claim the Business Permit with Official Receipt Business Plate (for New) and Sticker	2. Issue Official Receipt, Print and release Business Permit with Business Plate (for New) and Sticker	Business Plate (New) – 150.00 Sticker Fee – 100.00 Health Certificate /Employee - 50.00 Calling Fee/ Employee – 50.00	25 Minutes	<i>Municipal Mayor</i> <i>Municipal Treasurer</i> <i>Business Permit and Licensing Officer (BPLO)</i>
TOTAL		(See Table Below)	40 minutes	

- (a) On manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind of nature. In accordance with the following schedule:

<u>Amount of Gross Sales/Receipts</u> <u>For the Preceding Calendar Year:</u>	<u>Tax Per Annum</u>
Less than 10,000.00	181.50
10,000.00 or more but less than 15,000.00	242.00
15,000.00 or more but less than 20,000.00	332.20
20,000.00 or more but less than 30,000.00	484.00



30,000.00 or more but less than 40,000.00	726.00
40,000.00 or more but less than 50,000.00	907.50
50,000.00 or more but less than 75,000.00	1,452.00
75,000.00 or more but less than 100,000.00	1,815.00
100,000.00 or more but less than 150,000.00	2,420.00
150,000.00 or more but less than 200,000.00	3,025.00
200,000.00 or more but less than 300,000.00	4,235.00
300,000.00 or more but less than 500,000.00	6,050.00
500,000.00 or more but less than 750,000.00	8,800.00
750,000.00 or more but less than 1,000,000.00	11,000.00
1,000,000.00 or more but less than 2,000,000.00	15,125.00
2,000,000.00 or more but less than 3,000,000.00	18,150.00
3,000,000.00 or more but less than 4,000,000.00	21,780.00
4,000,000.00 or more but less than 5,000,000.00	25,410.00
5,000,000.00 or more but less than 6,500,000.00	26,812.50
6,500,000.00 or more	At a rate not exceeding forty-one, and one fourth percent (41.25%) of one percent (1%)

The preceding rates shall apply only to the amount of domestic sales of manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind of 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:

<u>Gross Sales/Receipts for the Preceding Calendar Year:</u>	<u>Amount of Tax Per Annum</u>
Less than 1,000.00	20.00
1,000.00 or more but less than 2,000.00	36.00
2,000.00 or more but less than 3,000.00	55.00
3,000.00 or more but less than 4,000.00	79.00
4,000.00 or more but less than 5,000.00	110.00
5,000.00 or more but less than 6,000.00	133.00
6,000.00 or more but less than 7,000.00	157.50
7,000.00 or more but less than 8,000.00	165.00
8,000.00 or more but less than 10,000.00	181.50
10,000.00 or more but less than 15,000.00	205.50
15,000.00 or more but less than 20,000.00	242.00
20,000.00 or more but less than 30,000.00	363.00
30,000.00 or more but less than 40,000.00	484.00
40,000.00 or more but less than 50,000.00	726.00
50,000.00 or more but less than 75,000.00	1,089.00
75,000.00 or more but less than 100,000.00	1,452.00
100,000.00 or more but less than 150,000.00	2,057.00
150,000.00 or more but less than 200,000.00	2,662.00
200,000.00 or more but less than 300,000.00	3,630.00
300,000.00 or more but less than 500,000.00	4,884.00
500,000.00 or more but less than 750,000.00	7,260.00
750,000.00 or more but less than 1,000,000.00	9,680.00
1,000,000.00 or more but less than 2,000,000.00	11,000.00
2,000,000.00 or more	At a rate not exceeding fifty-five percent (55%) of one percent (1%)

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



- (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;

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- (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

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.

- (d) On retailers.

<u>Gross Sales/Receipts for the Preceding Calendar Year:</u>	<u>Rate of Tax Per Annum</u>
400,000.00 or less	2%
More than 400,000.00	1%

The rate two percent (2%) per annum shall be imposed on sales not exceeding Four hundred Thousand Pesos (P 400,000.00) while the rate of the one percent (1%) per annum shall be imposed on sales in excess of the first Four hundred Thousand Pesos (P 400,000.00).

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 Thirty Thousand Pesos (P 30,000.00) subject to existing laws and regulations.

- (e) On contractors and other independent contractors in accordance with the following schedule.

<u>Gross Sales/Receipts for the Preceding Calendar Year:</u>	<u>Amount of Tax Per Annum</u>
Less than 5,000.00	28.25
5,000.00 or more but less than 10,000.00	67.65
2,000.00 or more but less than 3,000.00	55.00
10,000.00 or more but less than 15,000.00	114.95
15,000.00 or more but less than 20,000.00	181.50



20,000.00 or more but less than 30,000.00	302.50
30,000.00 or more but less than 40,000.00	423.50
40,000.00 or more but less than 50,000.00	605.00
50,000.00 or more but less than 75,000.00	968.00
75,000.00 or more but less than 100,000.00	1,452.00
100,000.00 or more but less than 150,000.00	2,178.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 250,000.00	3,993.00
250,000.00 or more but less than 300,000.00	5,082.00
300,000.00 or more but less than 400,000.00	6,776.00
400,000.00 or more but less than 500,000.00	9,075.00
500,000.00 or more but less than 750,000.00	10,175.00
750,000.00 or more but less than 1,000,000.00	11,275.00
1,000,000.00 or more but less than 2,000,000.00	12,650.00
2,000,000.00 or more	At a rate not exceeding fifty-five percent (55%) of one percent (1%)

Provided, that in no case shall the tax on gross sales of P 2,000,000.00 or more be less than P 12,650.00.

For purposes of this section, the tax on multi-year projects undertaken by general engineering, general building, and specialty contractors shall initially be based on the total contract price, payable in equal annual installments within the project term.

Upon completion of the project, the taxes shall be recomputed on the basis of the gross receipts for the preceding calendar years and the deficiency tax, if there be any, shall be collected as provided in this Code or the excess tax payment shall be refunded.

In case of projects completed, within the year, the tax shall be based upon the contract price and shall be paid upon the issuance of the Mayor's Permit.

(f) On banks and other financial institutions, at the rate of fifty percent of one percent (50% of 1%) of the gross receipts of the preceding calendar years 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 this business hereunder enumerated:

- (1) Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, carinderias or food caterers;
- (2) Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night clubs, or day clubs, cocktail lounges, cabarets or dance halls, karaoke bars, skating rinks, bathhouses, swimming pools, exclusive clubs such as country and sports clubs, resorts and other similar places, billiard and pool tables, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters ferris wheels, swings, shooting galleries, and other similar contrivances, theaters and cinema houses, boxing stadia, race tracks, cockpits and other similar establishments.
- (3) Commission agents
- (4) Lessors, dealers, brokers of real estate; example fish pond
- (5) On travel agencies and travel agents



- (6) On boarding houses, pension houses, motels, apartments, apartelles, and condominiums
- (7) Subdivision owners/Private Cemeteries and Memorial Parks
- (8) Privately-owned Markets;
- (9) Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
- (10) Operators of Cable Network System
- (11) Operators of computer services establishment
- (12) General consultancy services
- (13) All other similar activities consisting essentially of the sales of services for a fee.

Gross Sales/Receipts for the
Preceding Calendar Year:

Amount of Tax Per Annum

Less than 5,000.00	28.25
5,000.00 or more but less than 10,000.00	67.65
10,000.00 or more but less than 15,000.00	114.95
15,000.00 or more but less than 20,000.00	181.50
20,000.00 or more but less than 30,000.00	302.50
30,000.00 or more but less than 40,000.00	423.50
40,000.00 or more but less than 50,000.00	605.00
50,000.00 or more but less than 75,000.00	968.00
75,000.00 or more but less than 100,000.00	1,452.00
100,000.00 or more but less than 150,000.00	2,178.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 250,000.00	3,993.00
250,000.00 or more but less than 300,000.00	5,082.00
300,000.00 or more but less than 400,000.00	6,776.00
400,000.00 or more but less than 500,000.00	9,075.00
500,000.00 or more but less than 750,000.00	10,175.00
750,000.00 or more but less than 1,000,000.00	11,275.00
1,000,000.00 or more but less than 2,000,000.00	12,650.00
2,000,000.00 or more	At a rate not exceeding fifty five percent (55%) of one percent (1%)

H. On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of (not exceeding P 50.00) 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.

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



Air-conditioned buses	3,000.00/unit
Buses without air conditioning	2,000.00/unit
“Mini” Buses	1,500.00/unit
Jeepneys/Ferries/Tamaraws	500.00/unit
Taxis	500.00/unit

ARTICLE A. MAYOR'S PERMIT FEE ON BUSINESS

For purpose of the Mayor’s Permit Fee, the following Philippine definition of business size is hereby adopted.

Enterprise Scale	Asset Limit Number	Workforce
Micro-Industry	P 100,000 and below.	No specific
Cottage Industries	Above P 100,000 to P 1M	Less than 10
Small-scale Industries	P 1M Above to P 10M	10-50
Medium-scale Industries	P 10M above to P 30M	51-100
Large-scale Industries	Above P 30M	101 or more

The permit fee shall be based on asset size or number of workers, whichever will yield the higher fee.

(a) On business subject to graduated fixed taxes

Amount of tax
Per Annum

1. On Manufacturers/Importers/Producers

Cottage/micro	P1,000.00
Small	1,500.00
Medium	2,000.00
Large	3,000.00

2. On banks

Rural, Thrift and Saving Banks	1,000.00
Commercial, Industrial and Development Banks	3,000.00
Universal Banks	5,000.00

3. On Other Financial Institutions

Small	1,000.00
Medium	3,000.00
Large	5,000.00

4. On Contractors/Service Establishments

Cottage	500.00
Small	1,000.00



Medium	1,500.00
Large	2,000.00

5. On Wholesalers/Retailers/Dealers or Distributors

Cottage	200.00
Small	400.00
Medium	800.00
Large	1,000.00

6. On Transloading Operations

Medium	2,000.00
Large	4,000.00

7. Other Business

Cottage	100.00
Small	400.00
Medium	800.00
Large	1,000.00

Section 3B.02. Imposition of Fees. There shall be collected the following Mayor's Permit Fees from cockpit operators/owners/licensees and cockpit personnel:

(a) From the owner/operators/licensee of the cockpit:

1. Application filing fee	1,000.00
2. Annual cockpit permit fee	5,000.00

(b) From cockpit personnel

1. Promoters/Hosts	P300.00
2. Pit Manager	200.00
3. Referee	150.00
4. Bet taker "kristo/llamador"	100.00
5. Bet manager "Maciador/Kasador"	150.00
6. Gaffer "mananari"	100.00
7. Cashier	200.00
8. Derby (Matchmaker)	200.00

Section 3C.01 Definitions. When used in this Article.

(a) Special Cockfights (Pintakasi)	600.00
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(b) Special Derby Assessment from Promoters of-

Two-cock Derby	500.00
Three-cock Derby	1,000.00
Four-cock Derby	1,500.00
Five-cock Derby	2,000.00



bovine family.

Section 3D.01. Imposition of Fee. There shall be imposed the following fees for each day or fraction thereof on each head of astray animal found running or roaming at large, or fettered in public or private places.

	<u>Amount of Fee</u>
(a) Large Cattle	1,000.00
(b) All other animals	200.00

Article F. Registration and Transfer Fees on Large Cattle.

Section 3F.01. Definition. For purposes of this article, “large cattle” includes a two-year old horse, mule ass, carabao, cow or other domesticated member of the bovine family.

Section 3F.02. Imposition of Fee. The owner of large cattle is hereby required to registered said cattle with the Municipal Treasurer for which a certificate of ownership shall be issued to the owner upon payment of a registration fees as follows.

	<u>Amount of Fee</u>
(a) For Certificate of Ownership	100.00
(b) For Certificate of Transfer	100.00
(c) For Certificate of Private Brand	100.00

Article G. Permit Fee for Excavation

Section 3G.01. Imposition of Fee. There shall be imposed the following fees on every person who shall make or cause to be made any excavation on public or private streets within this municipality.

(a)	For crossing streets with concrete pavement:	Amount of Fee
1.	For crossing concrete pavement (minimum Area 2.00 x .600., 12 sq.m.)	2,000.00
2.	For crossing across base of streets with Concrete pavement, per linear meter (boring method)	2,000.00
(b)	For crossing streets with asphalt pavement :	
1.	Minimum fee	2,000.00
2.	Additional fee for each linear meter Crossing the streets (minimum width Of excavation, 0.80m)	2,000.00
(c)	For crossing the streets with gravel pavement:	
1.	Minimum fee	2,000.00
2.	Additional fee for each linear meter Crossing the streets (minimum width Of excavation, 0.80m)	2,000.00
(d)	For crossing existing curbs and gutters Resulting in the damage.	2,000.00



- (e) Additional fee for everyday of delay
In excess of excavation period provided
In the Mayor's permit 5,00.00

Section 3H.03. Imposition of Fees. Every person before using instruments of weights and measures within this municipality shall first have them sealed and licensed annually and pay therefore to the Municipal Treasurer the following fees:

	<u>Amount of Fee</u>
(a) For sealing linear metric measures:	
Not over one (1) meter	100.00
Measure over one (1) meter	200.00
(b) For sealing metric measures of capacity:	
Not over ten (10) liters	100.00
Over ten (10) liters	200.00
c) For sealing metric instruments of weights:	
With capacity of not more than 30 kg	100.00
With capacity of more than 30 kg. But not more than 300 kg.	200.00
With capacity of more than 300 kg. but not more than 3,000 kg.	300.00
With capacity of more than 3,000 kg.	400.00
(d) For sealing apothecary example medicines balances of precision	
30 kg. or less	100.00
Over 30 to 300 kg.	200.00
Over 300 to 3,000 kg.	300.00
Over 3,000 kg.	400.00
(e) For sealing scale or balance with complete set of weights:	
For each scale or balances or other Balances with complete set of weights For use therewith	200.00
For each extra weights	50.00
(f) For each and every re-testing and re-sealing of weights and measures instruments Including gasoline pumps outside the office upon request of the owner or operator, An additional service charge of One Hundred Pesos (100.00) for each instrument Shall be collected.	

Article I. Permit Fee on Filmmaking

Section 3I.01. Imposition of Fee. There shall be collected the following permit fee from any person who shall go on location-filming within the territorial jurisdiction of this municipality.

	<u>Rate of Fee Per Filming</u>
a. Commercial movies	500.00/ day
b. Commercial advertisement	500.00 /day
c. Documentary film	500.00 /day
d. Videotape coverage	500.00 /coverage



In cases of extension of filming, the additional amount required must be paid prior to extension to filming time.

Article J. Permit Fee for Agricultural Machinery and Other Heavy Equipment

Section 3J.01. Imposition of Fees. There shall be collected an annual permit fee at the following rates for every agricultural machinery or heavy equipment from non-resident operators of said machinery, or equipment renting out said machinery/equipment in this municipality.

	Rate of Fee Per Annum
a) Handtractors	500.00
b) Light Tractors	500.00
c) Heavy Tractors	1,000.00
d) Bulldozer	1,500.00
e) Forklift	1,000.00
f) Heavy Graders	1,500.00
g) Light Graders	1,000.00
h) Mechanized Threshers	500.00
i) Manual Threshers	500.00
j) Cargo Truck	1,000.00
k) Dump Truck	1,500.00
l) Road Rollers	1,500.00
m) Payloader	1,500.00
n) Primemovers/Flatbeds	1,500.00
o) Backhoe	1,500.00
p) Rockcrusher	10,000.00
q) Batching Plant	1,500.00
r) Transit/Mixer Truck	1,500.00
s) Crane	1,500.00
t) Other agricultural machinery or heavy equipment not enumerated above	500.00

Article K. Permit Fees on Tricycle Operation

Section 3K.02. Imposition of Fees. There shall be collected the following annual fees payable or on before January 20 of year for the operation of each tricycle-for-hire in the municipality.

a. Filing Fee (for one unit)	P50.00
b. Annual Franchise Fee	50.00
c. Fare Adjustment Fee for fare increase	150.00
d. Filing Fee for amendment for MTOP	50.00
e. Confirmation of as grantee of MTOP	20.00

Article L. Permit Fee on Occupation / Calling Not Requiring Government Examination



Section 3L.01 Imposition of Fee – There shall be collected as annual fee at the rate prescribed hereunder for the issuance of Mayor’s Permit to every person who shall be engaged in the practice of the occupation or calling not requiring government examination with the municipality as follows:

<u>Occupation or Calling</u>	<u>Rate of Fee / Annum</u>
(a) On employees and workers in generally considered “Offensive and Dangerous Business Establishments”	P 50.00
(b) On employees and workers in commercial Establishments who cater or attend to the daily needs of the inquiring or paying public	50.00
(c) On employees and workers in food or eatery Establishment	50.00
(d) On employees and workers in night or night and day establishment	50.00
(e) All occupation or calling subject to periodic inspection, surveillance and / or regulations by the Municipal Mayor, like animal trainer, auctioneer, barber, bartender, beautician, bondsman, bookkeeper, butcher, blacksmith, carpenter, carver, chambermaid, cook, criminologist, electrician, electronic technician club/floor manager. Forensic electronic expert, fortune teller, hair stylist, handwriting expert, hospital attendant, lifeguard, magician, make up artist, manicurist, masonry worker, masseur attendant, mechanic, certified “hilot”, painter, musician, pianist, photographer (itinerant), professional boxer, private ballistic expert, rig driver 9cochero), taxi, dancer, stage-performer salesgirl, sculptor, waiter or waitress and welder	50.00

Article N. Permit fee for the Storage of Flammable and Combustible Materials

Section 3N.01. Imposition of Fee. There shall be collected an annual permit fee for the storage of combustible materials at the rates as follows:

- a. Storage of gasoline, diesel, fuel, kerosene and similar products
- | | |
|--------------------------|----------|
| 500 to 2,000 liters | P 500.00 |
| 2,001 to 5,000 liters | 700.00 |
| 5,001 to 20,000 liters | 900.00 |
| 20,001 to 50,000 liters | 1,200.00 |
| 50,001 to 100,000 liters | 1,500.00 |
| Over 100,000 liters | 2,500.00 |
- b. Storage of combustible, flammable or explosive 2,000.00
- c. Substance not mentioned above 500.00

Article O. Permit and Inspection Fee on Machineries and Engines



Section 30.01 Imposition Fee. - There shall be imposed an annual inspection fee on internal combustion engines generators and other machines in accordance with the following schedules:

(a) Internal combustible engines:

1. 2HP and below	P100.00
2. 5HP and below but not lower than 3HP	200.00
3. 10HP and below but not lower than 5HP	300.00
4. 14HP and below but not lower than 10HP	500.00
5. Above 15HP	700.00

(b) Other stationery engines or machines:

1. 3HP and below	100.00
2. 5HP and below but not lower than 3HP	200.00
3. 10HP and below but not lower than 5HP	300.00
4. 14HP and below but not lower than 10HP	500.00
5. Above 14HP	700.00

(c) Electrical generators and other machine propelled by electric motors will be levied the same rates found in subsection (1).

**Article Q. Permit Fee for Temporary Use of Roads, Streets,
Sidewalks, Alleys, Patios, Plazas and Playgrounds**

Section 3Q.01. Imposition of Fee. Any person that shall temporarily use and/or occupy a road, street, sidewalk, alley, patio, plaza, playground or portion thereof in this municipality in connection with construction works and/or other purposes, shall first secure a permit from the Mayor and pay a fee according to the following schedule:

1) For construction or fraction thereof	P25.00/sq. m. per week
2) Others	20.00/sq. m. per day

For wake and other charitable, religious and educational purposes, use and /or occupancy no fee shall be collected: Provided, that a corresponding permit is first secured from the Office of the Municipal Mayor.

Article R. Permit Fee for the Conduct of Group Activities

Section 3R.01. Imposition of Fee. Every person who shall conduct, or hold any program, or activity involving the grouping of people within the jurisdiction of this municipality shall obtain a Mayor's permit therefor for every occasion of not more than twenty-four (24) hours and pay the Municipal Treasurer the corresponding fee in the following schedule:

1. Conference, meetings, rallies and demonstration in outdoor, in parks, plazas, roads/streets	500.00/day
2. Dances	500.00/day 700.00/night
3. Coronation and ball	700.00/day
4. Promotional sales	500.00/day
5. Other Group Activities	100.00/day

CHAPTER IV. SERVICE FEES



Article A. Secretary's Fees

Section 4A.01. Imposition of Fees. There shall be collected the following fees from every person requesting for copies of official records and documents from the offices of this municipality.

	Amount of Fee
(a) For every page or fraction thereof typewritten (not including the certificate and notation)	50.00
(b) For each certificate of correctness (with seal of Office) written on the copy of attached thereto	50.00
(c) For certifying the official act of the Municipal Judge Or other judicial certificate with seal	50.00
(d) For certified copies of any papers, records dcreees, judgement or entry of which any person is titled to demand and receive a copy (in connection with judicial proceedings) for each page	50.00
(e) Photocopy or any other copy produced by copying machine per page	50.00

Article B. Municipal Civil Registry Fees

Section 4B.01 Imposition of Fees. There shall be collected for services rendered by the Municipal Civil Registrar of this municipality the following fees:

(a) Marriage Fees:	
1. Application for marriage license	200.00
2. Marriage license fee	2.00
3. Marriage solemnization fee	200.00
(b) For registration of the following:	
1. Legitimation	100.00
2. Adoption	200.00
3. Annulment of Marriage	200.00
4. Divorce/Legal Separation	200.00
5. Naturalization	200.00
6. Change of First Name (RA 9048)	3,000.00
7. Clerical Error	1,000.00
8. RA 9255	200.00
9. Newly Born	20.00
10. Other legal documentation for record purposes	50.00
(c) For certified copies of any document in the register, for each page	150.00
(d) Supplemental, out of town reporting and endorsement fee	100.00



(e) Burial Fees:

1. Burial Permit Fee	150.00
2. Fee for exhumation of cadaver	500.00
3. Fee for remove/transfer of cadaver	500.00

Article D. Sanitary Inspection Fee

Section 4D.01 Imposition of Fee. There shall be collected the following annual fees from each business establishment in this municipality or house for rent, for the purpose of supervision and enforcement of existing rules and regulations and safety of the public in accordance with the following schedule:

	<u>Amount of Fee</u>
a. For house for rent	100.00
b. For each operating business structure, industrial, or agricultural establishment	
With an area of 25 sq.m. or more but less than 50 sq.m	100.00
With an area of 50 sq.m or more but less than 100 sq.m.	150.00
With an area of 100 sq.m or more but less than 200 sq.m.	250.00
With an area of 200 sq.m. or more but less than 500 sq.m.	350.00
With an area of 500 sq.m. or more but not less than 1,000 sq.m.	450.00
With an area of 1,000 sq.m. or more but not less than 2,000 sq.m.	600.00
With an area of 2,000 sq.m. or more	750.00
	1,000.00

ARTICLE X.

SOLID WASTE MANAGEMENT FEE

SECTION 21.

There shall be fees imposed in amounts sufficient to pay the cost of preparing, adopting and implementing the Comprehensive Solid Waste Management Ordinance pursuant to R.A 9003 Chapter V. Section 47.

The fees shall be collected every household owners/lessees, commercial, industrial and institutional establishments located within the area covered by the garbage collection area. The Amount of fees to be collected are as follow, to wit;

SCHEDULE OF SOLID WASTE MANAGEMENT FEES

A. Industrial and Manufacturing Firm	Annual Fees
a. Big industries much as sugar central, metal smelting plant, bottling company, food-processing plant;	P 10, 000.00



b. Medium scale industries, big scale furniture manufacturers, garment factory, concrete and asphalt mixing plants, tire recapping plant, LPG recharging plant;	P 3, 000.00
c. Small scale industries rice, corn, and feed mills, manufacturers of bricks tiles, ceramic pipes and other concrete products, bihon, miswa, noodles manufacturing.	P 1, 000.00

B. Commercial Establishments

1. Mega Malls	P 5, 000.00
2. Super Markets	P 2, 000.00
3. Fast Food Chains Stores	P 1, 000.00
4. Restaurants, Hotels and Motels	P 500.00
5. Gasoline and Service Stations	P 500.00
6. Lumberyard and Hardware	P 500.00
7. Motor Vehicle Dealers	P 500.00
8. Appliance Dealers	P 500.00
9. Groceries	P 500.00
10. Dry Goods Stores	P 150.00
11. Fish, Meat and Chicken Vendors	P 200.00
12. Vegetable and Fruit Vendors	P 200.00
13. Carinderias and Eateries	P 200.00
14. Glassware Stores	P 200.00
15. Bakeries and Bakeshops	P 200.00
16. Shoe Stores	P 200.00
17. Barber and Beauty Shops	P 200.00
18. Dress and Tailoring Shops	P 200.00
19. Flower Shops	P 200.00
20. Music and Record Shops	P 200.00
21. Copying Machines, Wood Frames, and Photography Shops	P 200.00
22. Pet Shops	P 200.00
23. LPG Stores	P 200.00
24. Auto Supplies	P 200.00

C. Medical Institutions

1. Hospitals	P 3,000.00
2. Medical Clinics with patient confinement facilities	P 1,000.00
3. Medical and Dental Clinic, X-ray, Ultrasound, CT Scan	P 500.00
4. Drug Stores	P 300.00
5. Optometrist Shops	P 300.00

D. Financial Institutions

1. Banks	P 500.00
2. Financing and Credit Loan	P 300.00
3. Pawnshop and Jewelry Shop	P 300.00
4. Insurance and Lending Companies	P 300. 00

E. Educational Institutions



1. Universities and Collages	P 2,000.00
2. High Schools and Vocational Schools	P 500.00
3. Elementary, Kinder and Nursery Schools	P 500.00
4. Physical Fitness School	P 300.00
5. Book stores and School Supplies	P 300.00

F. Energy, Transport and Communication Firm

1. Bus Companies with Terminals	P 1,000.00
2. Electric Companies	P 500.00
3. Telephone and Communication	P 500.00
4. Water Service Companies	P 500.00
5. TV and Radio Stations	P 300.00

G. Entertainment Firms

1. Cinemas	P 500.00
2. Cockpit Arenas	P 500.00
3. Night Clubs, Cabarets and Karaoke	P 500.00
4. Billiards and Pool Rooms	P 300.00
5. Video Game Shop and Internet Café	P 300.00
6. Bowling Alley	P 300.00
7. Swimming Resort with entrance fee	P 300.00

H. Offices

1. Accounting, Lawyers, Civil State, Advertising Officers, Insurance Agencies, etc.	P 300.00
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I. Agricultural

1. Piggery, Poultry and Cattle Farms	P 1,000.00
2. Fishpond and Hatchery	P 300/hectare
3. Nursery Orchids and Flower Growers	P 300.00
4. Poultry and Agricultural Farms	P 300.00

J. Repair Shops

1. Motor Vehicle Repair Shops	P 300.00
2. Battery and Electrical Shops	P 300.00
3. Appliance Repair Shops	P 300.00

K. Wholesales and Dealers

1. Chicken Dealer with Chicken Dressing fauses	P 2,000.00
2. Coconut and Buko Dealer wholesaler	P 1,000.00
3. Beer and Soft Drinks Dealer	P 500.00
4. Meat Dealers	P 500.00
5. Fruit and Vegetable Dealers	P 500.00

L. Others

1. Machine Shops	P 300.00
2. Brake and Clutch Bonding Shops	P 200.00



3. Vulcanizing and Junk Shops	P 200.00
4. Gravel and Sand	P 200.00
5. Iron and Metal Craft	P 200.00
6. Sash and Woodcraft	P 200.00
7. Coffin/Casket Marker	P 300.00
8. Memorial Parks	P 500.00
9. Funeral Parlor	P 500.00
10. Parking Lot with Parking Fees	P 200.00
11. Furniture Stores	P 200.00
12. Small Sari-Sari Stores (Barangay)	P 100.00