



Permits and License Division

External



The Permits and License Division under the Office of the City Mayor takes charge in the issuance of Business Permit, Mayor's Clearance and Special Permit. The office is open from 08:00 a.m. to 05:00 p.m., Mondays to Fridays with no noon break policy.

The following are issued by the Office:

A. Business Permits / Mayor's Permit

1. Business Permit
2. Business Permit for Public Utility Vehicles, Delivery Vans/Trucks and Trucking Services
3. Motorized Tricycle Permit
4. Pedicab Permit
5. Pedicab Driver's License
6. Motorized Boat Permit

B. Mayor's Clearance

C. Special Permit

1. Benefit Dance
2. Parade, Fun Run, Recordia, Procession
3. Temporary Use of Government Buildings and Facilities (Natalio G. Velez Sports and Cultural Center (NGVSCC) / Kansilayan Gym, Dr. Jose C. Locsin Cultural and Civic Center (DJCLCC), Public Plaza, Hofileña Covered Court)
4. Charter Day Celebration (June 12)
5. Religious Fiesta (November 13)
6. Holy Week, All Saint's Day and Christmas Village
7. Large Cattle Ownership and Transfer of Ownership
8. Transfer of Cadaver

These are the following COVID-19 Safety Measures that are implemented in the Office:

1. Requiring all Applicants and Personnel to wear face masks and undergo foot bath. Entry is denied to those who are not wearing any face masks.
2. Checking of temperatures at the entrance of the Office. Those with temperatures above 37.6°C are not allowed to enter the office and are advised to seek medical help.
3. All Applicants entering the Office shall provide their Name, Address and Contact Number in the Log Book for Contact Tracing.
4. Alcohol Spray/Hand Sanitizers are available for use at the entrance and desks. Applicants and Personnel are required to constantly wash and/or apply Alcohol/Hand Sanitizer on their hands especially after every transaction.
5. To maintain Social/Physical Distancing, the following protocols will be observed to wit:
 - a. Applicants inside the Office will be kept to a minimum number
 - b. Applicants are constraint to comply the One-seat-apart Policy.



c. Office tables and chairs are re-arranged to serve as barriers to maintain at least one (1) meter distance when transacting with Personnel.

6. Disinfecting of comfort rooms and common areas.

I. Business Permit

Office or Division:	Permits and License Division			
Classification:	Simple			
Type of Transaction:	<ul style="list-style-type: none"> • G2C – for services whose client is transacting public • G2B – for services whose client is a business entity 			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification (1 Original)		Barangay Hall (Location of Business)		
Department of Trade and Industry (DTI) / Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA) Registration / Others		From the Corresponding Offices		
Lease Contract (For Public Market Occupants)		Public Market		
Contract of Lease		Owner of Property (For Business Renting the Property)		
Audited Financial Report / Income Tax Return (Previous Year)		From the Applicant		
Joint Inspection Team (JIT) Clearance		Business Permits and Licensing Office (BPLO)		
Other Documents as needed based on the Nature of Business				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documents required to Step 1 to acquire the filled-up application form	1. Receive the complete required documents, encode needed information / details and print application form	None	5 Minutes	<i>Staff</i> Business Permits and Licensing Office (BPLO)
2. Proceed to Step 2 / assessment to secure the Tax Order of Payment	2. Accept documents, assess and issue the Tax Order of Payment	• New Business: one-tenth of 1% of Capitalization +	10 Minutes	<i>Revenue Officer</i> City Treasurer's Office And <i>Cashier</i> City Treasurer's Office



2.1 Pay the required fees at the Cashier Window *Make sure to secure the official receipts upon payment	2.1 Accept payment and print official receipts	Miscellaneous Fees • Renewal of Business: Gross Sales x the following: • Retailer: 3% + Miscellaneous Fees • Services/Manufacturer/Dealer/Wholesaler: Graduated Tax Schedule + Miscellaneous Fees		
3. Proceed to the 3 rd and last step for the release of Business Permit	3. Issue the laminated Business Permit	None	5 Minutes	License Officer I / Staff Business Permits and Licensing Office (BPLO)
TOTAL:			20 Minutes	

II. Special Permit (Benefit Dance and Temporary Use of Government Buildings and Facilities)

Office or Division:	Permits and License Division			
Classification:	Simple			
Type of Transaction:	<ul style="list-style-type: none"> • G2C – for services whose client is transacting public • G2B – for services whose client is a business entity 			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request addressed to the City Mayor w/ Endorsement		From the Applicant w/ Mayor's Approval		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a Letter of Request to the City Mayor for approval	1. Receive Letter of Request and	None	2 Minutes	Staff City Mayor's Office



	have it approved			
2. Bring the approved request to the Business Permits and Licensing Office (BPLO) to secure the printed permit 2.1 Pay the required fees at the Cashier Window *Make sure to secure the official receipts upon payment	2. Accept the approved request and print the permit 2.1 Accept payment and print official receipts	Benefit Dance • Fiesta – PHP 300.00 • Non-fiesta – PHP 50.00 Government Buildings / Facilities • Varies on the use of Venue Facilities (e.g.: Aircon, Sound System, etc.)	3 Minutes	<i>Staff</i> Business Permits and Licensing Office (BPLO) And <i>Cashier</i> City Treasurer's Office
3. Proceed to the Philippine National Police (PNP) to have the permit signed 3.1 Proceed to the Business Permits and Licensing Office (BPLO) for the release of permit	3. Sign printed permit 3.1 Issue permit	None	5 Minutes	<i>Head of Office</i> Philippine National Police (PNP) And <i>Head of Office</i> Business Permits and Licensing Office (BPLO)
TOTAL:			10 Minutes	

III. Special Permit (Charter Day Celebration (June 12) and Religious Fiesta (November 13))

Office or Division:	Permits and License Division			
Classification:	Simple			
Type of Transaction:	<ul style="list-style-type: none"> • G2C – for services whose client is transacting public • G2B – for services whose client is a business entity 			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement from the Organizer		From the Organizer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit Endorsement by the Organizer to the Business Permits and Licensing Office (BPLO)	1. Receive Endorsement and have it approved	None	2 Minutes	Head of Office Business Permits and Licensing Office (BPLO)
2. Bring the approved Endorsement to the Business Permits and Licensing Office (BPLO) to secure the printed permit 2.1 Pay the required fees at the Cashier Window *Make sure to secure the official receipts upon payment	2. Accept the approved Endorsement and print the permit 2.1 Accept payment and print official receipts	PHP 10.00 per sqm./day	3 Minutes	Staff Business Permits and Licensing Office (BPLO) And Cashier City Treasurer's Office
3. Proceed to PNP to have the Permit signed 3.1 Proceed to the Business Permits and Licensing Office (BPLO) for the release of Permit	3. Sign printed Permit 3.1 Issue permit	None	5 Minutes	Head of Office Philippine National Police (PNP) And Head of Office Business Permits and Licensing Office (BPLO)
TOTAL:			10 Minutes	

IV. Special Permit (Holy Week, All Saint's Day and Christmas Village)

Office or Division:	Permits and License Division			
Classification:	Simple			
Type of Transaction:	<ul style="list-style-type: none"> • G2C – for services whose client is transacting public • G2B – for services whose client is a business entity 			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement from Organizer		Church		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Name to the Business Permits and Licensing Office (BPLO) to be raffled for a spot	1. List the Name of the Applicant	None	2 Minutes	Head of Office Business Permits and Licensing Office (BPLO)



2. Secure the printed permit 2.1 Pay the required fees at the Cashier Window *Make sure to secure the official receipts upon payment	2. Print the permit 2.1 Accept payment and print official receipts	PHP 10.00 per sqm./day	3 Minutes	<i>Staff</i> Business Permits and Licensing Office (BPLO) And <i>Cashier</i> City Treasurer's Office
3. Proceed to the Philippine National Police (PNP) to have the Permit signed 3.1 Proceed to the Business Permits and Licensing Office (BPLO) for the release of Permit	3. Sign printed Permit 3.1 Issue permit	None	5 Minutes	<i>Head of Office</i> Philippine National Police (PNP) And <i>Head of Office</i> Business Permits and Licensing Office (BPLO)
TOTAL:			10 Minutes	

V. Special Permit (Large Cattle Ownership and Transfer of Ownership)

Office or Division:	Permits and License Division			
Classification:	Simple			
Type of Transaction:	<ul style="list-style-type: none"> • G2C – for services whose client is transacting public • G2B – for services whose client is a business entity 			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification from Barangay (If Ownership)		Barangay Hall (Location of Business)		
Old Credential signed by the Philippine National Police (PNP) (If Transfer)		Philippine National Police (PNP)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to acquire credential	1. Receive requirements and issue credential	None	2 Minutes	<i>Cashier</i> City Treasurer's Office
2. Pay the required fees at the Cashier Window *Make sure to secure the official receipts upon payment	2. Accept payment and print official receipts	• Ownershi p – PHP 32.50/cattl e (penalty of PHP 8.00 if cattle is more than	3 Minutes	<i>Cashier</i> City Treasurer's Office



		2 years old) • Transfer – PHP 50.00/cattle		
3. Proceed to the 3 rd and last step for approval	3. Affix signature to the credential	None	5 Minutes	Head of Office Business Permits and Licensing Office (BPLO)
TOTAL:			10 Minutes	

VI. Special Permit (Parade, Fun Run, Recorda, Procession)

Office or Division:	Permits and License Division			
Classification:	Simple			
Type of Transaction:	<ul style="list-style-type: none"> • G2C – for services whose client is transacting public • G2B – for services whose client is a business entity 			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request addressed to the City Mayor w/ Endorsement		From the Applicant w/ Mayor's Approval		
Traffic (Route)		Traffic Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a Letter of Request to the City Mayor and Traffic Office for approval	1. Receive Letter of Request and have it approved	None	2 Minutes	City Mayor City Mayor's Office And Head of Office Traffic Office
2. Bring the approved request to the Business Permits and Licensing Office (BPLO) to secure the printed permit 2.1 Pay the required fees at the Cashier Window *Make sure to secure the official receipts upon payment	2. Accept the approved request and print the permit 2.1 Accept payment and print official receipts	PHP 50.00	3 Minutes	Staff Business Permits and Licensing Office (BPLO) And Cashier City Treasurer's Office
3. Proceed to the Philippine National Police (PNP) to have the Permit signed	3. Sign printed Permit	None	5 Minutes	Head of Office Philippine National Police (PNP) And



3.1 Proceed to the Business Permits and Licensing Office (BPLO) for the release of Permit	3.1 Issue permit			<i>Head of Office Business Permits and Licensing Office (BPLO)</i>
TOTAL:		PHP 50.00	10 Minutes	

VII. Special Permit (Transfer of Cadaver)

Office or Division:	Permits and License Division			
Classification:	Simple			
Type of Transaction:	<ul style="list-style-type: none"> • G2C – for services whose client is transacting public • G2B – for services whose client is a business entity 			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Form of Transfer of Cadaver		City Health Office		
Death Certificate		From Hospital where the death occurred		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring requirements to acquire filled-up form for transfer	1. Receive requirements and issue permit for transfer	None	2 Minutes	<i>Staff Business Permits and Licensing Office (BPLO)</i>
2. Pay the required fees at the Cashier Window *Make sure to secure the official receipts upon payment	2. Accept payment and print official receipts	PHP 50.00	3 Minutes	<i>Collector City Health Office</i>
3. Proceed to have the permit signed by the assigned signatures	3. Affix signature to the permit	None	5 Minutes	<i>Head of Office City Health Office, Head of Office Business Permits and Licensing Office (BPLO) And Embalmer</i>
4. Proceed to the Local Civil Registrar (LCR) for submission of approved permit	4. Accept documents and give copies of client	None	5 Minutes	<i>Staff Local Civil Registrar (LCR)</i>
TOTAL:		PHP 50.00	15 Minutes	



VIII. Transportation Business Permit

Office or Division:	Permits and License Division			
Classification:	Simple			
Type of Transaction:	<ul style="list-style-type: none"> • G2C – for services whose client is transacting public • G2B – for services whose client is a business entity 			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance		Barangay Hall (Owner's Residency)		
Latest Franchise		<ul style="list-style-type: none"> • Jeep – Land Transportation Franchising and Regulatory Board (LTFRB) • Tricycle – Sangguniang Panlungsod (SP) 		
Certificate of Registration (C.R.) and Official Receipt (O.R.)		Land Transportation Office (LTO)		
Insurance Policy with Passenger Accident Management and Insurance Agency, Inc. (PAMI) (Driver's License and Third Party Liability)		Insurance Agency		
Joint Inspection Team (JIT) Clearance		Business Permits and Licensing Office (BPLO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documents required to Step 1 to acquire the filled-up application form	1. Receive the complete required documents, encode needed information / details and print the application form	None	5 Minutes	<i>Transportation Staff</i> Business Permits and Licensing Office (BPLO)
2. Proceed to Step 2 / assessment to secure the Tax Order of Payment 2.1 Pay the required fees at the Cashier Window *Make sure to secure the official receipts upon payment	2. Accept documents, assess and issue the Tax Order of Payment 2.1 Accept payment and print official receipts	Delivery Truck/Van/ Tricycle <ul style="list-style-type: none"> • w/in Silay w/out Business – PHP 1,655.00 • w/in Silay w/ Business – PHP 1,650.00 • outside Silay – PHP 1,610.00 	10 Minutes	<i>Revenue Officer</i> City Treasurer's Office And <i>Cashier</i> City Treasurer's Office



		<ul style="list-style-type: none"> • Public Utility Vehicle (PUV) – PHP 880.00 / PHP 980.00 • Coupon Transport (Airport) – PHP 1,280.00 (For all: Annual/Fixed Tax + Miscellaneous Fees)		
3. Proceed to the 3 rd and last step for the release of Business Permit	3. Issue the laminated Business Permit	None	5 Minutes	<i>License Officer I / Staff Business Permits and Licensing Office (BPLO)</i>
TOTAL:		None	20 minutes	