

BUSINESS PERMITS AND LICENSE DIVISION

Location: 1st Level, Annex Building, City Hall, Silay City
Telephone Number: (034) 495 0603
Head of Office: **MARILOU G. GROMEA**

About the Service

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 8:00 a.m. to 5:00 p.m. with no noon break policy.

The following are issued by the Office:

A. Business Permits/Mayor's Permit

- I. Business Permit
- II. Business Permit for Public Utility Vehicles, Delivery vans/Trucks and Trucking Services
- III. Motorized Tricycle Permit
- IV. Pedicab Permit
- V. Pedicab Driver's License
- VI. Motorized Boat

B. Mayor's Clearance

C. Special Permit

- I. Benefit Dance
- II. Cockfighting
- III. Parade, Fun Run, Recorida and Procession
- IV. Temporary Use of Government Buildings and Facilities (NGVSCC, DJCLCC, Public Plaza and Hofileña Covered Court)
- V. Charter Day Celebration (June 12)
- VI. Religious Fiesta (November 13)
- VII. Holy Week, All Saint's Day and Christmas Village
- VIII. Large Cattle Ownership and Transfer of Ownership
- IX. Transfer of Cadaver




BUSINESS PERMIT

Requirements:

- Barangay Certification (Location of Business)
- DTI/SEC/CDA Registration
- Lease Contract (Public Market)
- Contract to Lease (for Business Renting the Property)
- Audited Financial Report/Income Tax Return (Previous Year)
- Other documents as needed based on the nature of business
- Joint Inspection Team (J.I.T.) Clearance

Fees: Depends on the type of business; capital of business for new and gross income for renewal

How to Avail of the Service

<i>STEP</i>	<i>TIME</i>	<i>PERSON/S or OFFICE IN CHARGE</i>
1 Application	5 minutes	BPLO - CMO
2 Appraisal, Assessment & Payment	15 minutes	
<ul style="list-style-type: none">  Declaration of Capital Investment (New) or Gross Sales (Renewal)  Issuance of Tax Order of Payment (T.O.P.)  Payment of Taxes and Fees and Issuance of Official Receipt 		LICENSE AND FEES DIV. - CTO CASH RECEIPTS DIV. - CTO
		Noted: Elsie S. Jimenea City Treasurer
3 Releasing of Permit Issuance of Business Permit	5 minutes	BPLO - CMO




BUSINESS PERMIT for Public Utility Vehicles, Delivery Vans/Trucks, Trucking Services and Passing Through Delivery Trucks

Requirements:

- Barangay Clearance
- Previous Year's Permit
- Latest Franchise
- Certificate of Registration (C.R.) and Official Receipt (O.R.) - (L.T.O.)
- Insurance Policy with PAMI (DL and TPL)
- Joint Inspection Team (J.I.T.) Clearance
- OR/CR, Latest Business Permit and Permit of Quarry (for Passing Through)

Fees: Delivery Van – P 1,635.00
 PUV – P893.00
 Coupon Transport (Airport) – 1,248.00

How to Avail of the Service

<i>STEP</i>	<i>TIME</i>	<i>PERSON/S or OFFICE IN CHARGE</i>
1 Application	5 minutes	BPLO - CMO
2 Appraisal, Assessment & Payment	15 minutes	LICENSE AND FEES DIV. - CTO CASH RECEIPTS DIV. - CTO
<ul style="list-style-type: none">  Declaration of Capital Investment (New) or Gross Sales (Renewal)  Issuance of Tax Order of Payment (T.O.P.)  Payment of Taxes and Fees and Issuance of Official Receipt 		
		Noted: Elsie S. Jimenea City Treasurer
3 Releasing of Permit Issuance of Business Permit	5 minutes	BPLO - CMO

MOTORIZED TRICYCLE PERMIT

Requirements:

- Previous Year's Permit
- Barangay Certification (Motorized Tricycle – stating the Motor Number, Chassis Number and Plate Number)
- Franchise (Updated)
- Conversion
- Certificate of Registration (C.R.) and Official Receipt (O.R.) – L.T.O.
- Insurance Policy with Third Party Liability
- Other documents as needed:
 - Deed of Sale; Authorization to Use Temporary Plate; Certification/RSU from LTO

Fee: P 295 + cost of sticker

How to Avail of the Service

<i>STEP</i>	<i>TIME</i>	<i>PERSON/S or OFFICE IN CHARGE</i>
1 Submission/Verification of Documents, Logging and Printing of Permit	6 minutes	BPLO - CMO
2 Payment of Fees	5 minutes	CASH RECEIPTS DIV. - CTO
3 Signing, Segregation and Releasing of Permit	3 minutes	BPLO - CMO

PEDICAB PERMIT

Requirements

- Barangay Certification (for Pedicab)
- Previous Year's Permit (Original)

Fee: P 190.00 + cost of plate sticker

How to Avail of the Service

<i>STEP</i>	<i>TIME</i>	<i>PERSON/S or OFFICE IN CHARGE</i>
1 Submission/Verification of Documents, Logging and Printing of Permit	6 minutes	BPLO - CMO
2 Payment of Fees	5 minutes	CASH RECEIPTS DIV. - CTO
3 Signing, Segregation and Releasing of Permit	3 minutes	BPLO - CMO

PEDICAB DRIVER'S LICENSE

Requirements:

- Duly Notarized Application Form
- Health Certificate

Fee: P 50.00

How to Avail of the Service

<i>STEP</i>	<i>TIME</i>	<i>PERSON/S or OFFICE IN CHARGE</i>
1 Submission/Verification of Documents and preparation Of Driver's License	6 minutes	BPLO – CMO
2. Payment of Fees	5 minutes	CASH RECEIPTS DIV. - CTO
3. Signing, Receiving and Issuance of Driver's License	3 minutes	BPLO - CMO

MOTORIZED BOAT*

MAYOR'S CLEARANCE*

SPECIAL PERMIT*

- Benefit Dance
- Cockfighting
- Parade, Fun Run, Recorida and Procession
- Temporary Use of Government Buildings and Facilities
- Charter Day
- Religious Fiesta
- Holy Week, All Saint's Day and Christmas Village
- Large Cattle Ownership and Transfer of Ownership
- Transfer of Cadaver

* - same procedure