

# CITIZEN'S CHARTER

FRONTLINE SERVICE :

## ISSUANCE OF BUSINESS PERMIT in BPLD on BOSS

REQUIREMENTS : ▶ Renewal Application: Green Application

◆ **Basic Requirements:**

- Barangay Certification (where the business is located)
- Community Tax Certificate (based on Assessed Gross Receipts/Capital)
- Sketch of Business Location
- Previous Business Permit
- Income Tax Return (BIR Form 1701 to 1702)

◆ **Additional Requirements:**

- Tax Clearance or Latest Real Property Tax Receipt
- Annual Building Inspection Certificate

▶ New Application: White Application

- Barangay Certification (where the business is located)
- Community Tax Certificate (based on Assessed Gross Receipts/Capital)
- Sketch of Business Location
- Department of Trade and Industry (DTI) Registration for Single Proprietorship
- SEC Registration (Articles of Incorporation for Corporations)

**Additional Requirements**

- Tax Clearance or Latest Real Property Tax Receipt
- Annual Building Inspection Certificate

FEES / CHARGES :

- ▶ Base on the Tax Ordinance of Angeles City and FSIC Fee 628-06 for Fire Inspection

DURATION :

- ▶ Five (5) Days - Both for New and Renewal Applications that needs Inspection
- ▶ One (1) Hour - Both for New and Renewal Applications that do not need Inspection

