



BUSINESS PERMIT AND LICENSING OFFICE

PROCESSING OF MAYOR'S PERMIT FOR BUSINESS ESTABLISHMENTS

ABOUT THE SERVICE

The applicant, before starting his business, shall first secure a Mayor's Permit, and shall be collected an annual fee to every person or entity who shall conduct a business, trade or activity within this city.

WHO CAN AVAIL OF THE SERVICE

Any person who shall establish, operate or conduct any business, trade or activity within the City of Olongapo can avail of this service.

FEES

Please refer to Mayor's Permit Fees and Tax Rates Chart

AVAILABILITY OF SERVICE

MONDAY TO FRIDAY
08:00 AM to 05:00 PM
NO NOON BREAK

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (under normal circumstance)	PERSON IN CHARGE	FEES	FORM
3	Submit clearances, certificates and other required documents to Business Permit and Licensing Office. (For Full Compliance)	Print Final Mayor's Permit.	2 minutes	Admin Staff		Final Mayor's Permit
		Approve and sign Final Mayor's Permit.	5 minutes	Head and City Mayor		Final Mayor's Permit
4	Get Provisional Mayor's Permit for Business Registration. (For Partial Compliance) Get Final Mayor's Permit for Business Registration.	Release Provisional Mayor's Permit for Business Registration together with Business Plate and Sticker.	2 minutes	Admin Staff		
		Release Final Mayor's Permit for Business Registration.	2 minutes	Admin Staff		Signed Final Mayor's Permits & Complete Documents

Total Time: 26 minutes (excluding waiting time)

