



Citizens Charter Business Permits & Licensing Office

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Citizens Charter Business Permits & Licensing Office

URDANETA is the center of trade and industry in the north. We have adopted measures that will effectively address the needs of our investors.

I. APPLYING FOR BUSINESS REGISTRATION

- A About the Service
- B Requirements
- C How to avail the services

A ABOUT THE SERVICE

All offices involved in the processing of Business Licenses are stationed at the Business Permits and Licensing Office (BPLO) from January 2 to January 20 every year as one stop shop center. Business License can be obtained within 90 minutes depending on the evaluation and inspection of the authorized personnel. The registration may be extended by Sangguniang Panglungsod (SP) as may be necessary.

After the deadline for registration, business tax payers are advised to go to the different offices involved in the One Stop Shop of Clearances.

B REQUIREMENTS

a New

- 1 Complete Business Application Forms
- 2 Barangay Clearance to Operate Business (*where the establishment is located*)
- 3 Community Tax Certificate
- 4 Latest picture of the establishments/stalls/shops
- 5 Securities and Exchange Commission Certificate (*for Corporations*)
Department of Trade and Industry Business Registration (*for sole proprietorship*)
Cooperative Development Authority Registration (*for Cooperatives*)
- 6 Capital Investment

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II. RETIRING A BUSINESS LICENSE/MAYOR'S PERMIT

- A About the Service
- B Requirements
- C How to avail the services

A ABOUT THE SERVICE

Business establishments that have filed for termination, closure or change of ownership must submit an application for Retirement of Business and can be obtained within 20 minutes.

B REQUIREMENTS

FOR PUBLIC STALLS

- 1 Letter for Business Retirement
- 2 Application for Business Retirement
- 3 Affidavit of Voluntary Surrender duly notarized by a Lawyer
- 4 Market Clearance
- 5 Previous Mayor's Permit
- 6 Official Receipt for Quarterly/Semi-Annual Payments (1st to 4th quarter)
- 7 Sworn Statement (Gross Sales)

FOR PRIVATE STALLS

- 1 Letter for Business Retirement
- 2 Application for Business Retirement
- 3 Previous Mayor's Permit
- 4 Official Receipt for Quarterly/Semi-Annual Payments (1st to 4th quarter)
- 5 Sworn Statement (Gross Sales)

C HOW TO AVAIL OF THE SERVICES

STEPS TO FOLLOW	TIME NEEDED	RESPONSIBLE PERSON
1. File Application Form with documentary requirements with BPLO receiving window for verification, assessment of the corresponding fees, taxes and charges.	10 minutes	Tranquilino F. Bulca, Jr. License Inspector II Luz N Lopez Licensing Officer III
2. Pay corresponding fees, taxes and charges/receive official receipt and certificate of retirement.	10 minutes	Elena C Sison Revenue Collection Clerk I Antonio A Velicaria Jr. Licensing Officer IV Chief, BPLO

Business Permits and Licensing Office City of Urdaneta, Pangasinan

Business Permits and Licensing Office

The Business Permits and Licensing Office (BPLO), as mandated by City Ordinance No. 65-2004 otherwise known as the Urdaneta City Revenue Code, has for its main goal the provision of effective systems, procedure and practices in the issuance and renewal of business permits. It regulates the nature and/or operations of various business activities within Urdaneta City.

Services Rendered

- Issue Mayor's permits to businesses located in Urbaneta City.
- Provide an effective system of conducting inspections and verifications of all business establishments.
- Issue Occupational Permits to applicants who intend to secure employment or those already employed in the city.
- Monitor and enforce existing laws, ordinance, policies, rules and regulations in the operation of businesses and occupations in the city.
- Take necessary measures and systems to generate more revenue for the city.
- Undertake intensive campaign against illegal business operations.
- Provide data and facts to the business sector and the public in general.
- File cases with the City Prosecutor's Office and/or appropriate courts for violation of tax laws and ordinances.

❖ Other requirements may be required depending on the business applied for such as Sanitary Permit, Occupancy Permit, Water Analysis, BFAD, Lease Contract, DOIC Certificate, BSP Clearance, DOT Accreditation, DOLE Registration, PCAB, LTFPB, SSS Clearance, Income Tax Return, NTC Permits, Pag-Ibig Clearance and as may be necessary.

b. **Renewal**

1. Complete Business Application Forms
2. Barangay Clearance to Operate (*where the establishment is located*)
3. Community Tax Certificate (*to be computed after the assessment of the Business Tax due based on the declared gross sales/ receipts/ income*)
4. Old Mayor's Permit & Application
5. Official Receipts for Semi-Annual & Quarterly Payments (*1st to 4th quarter*)
6. Sworn Statement of Gross Sales

❖ Other requirements: Sanitary Permit, SSS Clearance, Income Tax Return, Pag-Ibig Clearance

C. HOW TO Avail OF THE SERVICES

STEPS TO FOLLOW	TIME NEEDED	RESPONSIBLE PERSON
1. File Application Form with documentary requirements with BPO receiving window for encoding of business data/information (for new business), Assessment of Regulatory Fees, Fire Fees and Community Tax Certificate (Cedula).	30 minutes	Tranquilino F. Bulda, Jr. License Inspector II Luz N Lopez Licensing Officer III
2. Pay Regulatory Fees, Community Tax (Cedula), Fire Code Fees (Business)/Receive Official Receipts (City and BFP) and Business Permit.	1 hour	Elena C Sison Revenue Collection Clerk I Antonio A Velicaria Jr. Licensing Officer IV Chief, BPO

