



# BUSINESS PERMIT AND LICENSING OFFICE

## PROCESSING OF MAYOR'S PERMIT FOR OCCUPATION

### ABOUT THE SERVICE

Occupation as defined in the 2007 Revenue Code as one's regular business or employment or an activity, which principally takes up one's time, thought and energies and includes any calling, business, trade, profession, or vocation, which does not require the passing of an appropriate government examination.

### WHO CAN AVAIL OF THE SERVICE

Workers or employees, whether working on temporary or permanent basis, in any business establishment within the City of Olongapo can avail of this service.

### REQUIREMENTS

One (1) 2x2 Photo  
 Copy of Health Certificate (Back to Back)  
 Copy of Community Tax Certificate  
 Copy of Police Clearance  
 Driver's License (For Drivers)  
 Certification from DOLE (For Minors)

### FEES

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

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (under normal circumstance)	PERSON IN CHARGE	FEES	FORM
1	Submit duly accomplished Mayor's Permit application for occupation together with required documents.	Receive and check application for completeness of requirements.	2 minutes	Information Section	Mayor's Permit Fee for Occupation  P50 - Commercial, Industrial and Manufacturing Establishments	Application Form for Mayor's Permit for Occupation (BPL-FM-027-02)
		Encode, update information on the system.	2 minutes	Information Section		
2	Submit a copy of Official Receipt.	Print Mayor's Permits for occupation.	2 minutes	Information Section	P75 - Food and Eatery Establishments	Mayor's Permit for Occupation
		Approve and sign Mayor's Permit for Occupation.	5 minutes	City Mayor's Office	P100 - Night Establishments Etc.	
3	Get Mayor's Permit for Occupation.	Release Mayor's Permit for Occupation.	2 minutes	BPLO Releasing Section		Mayor's Permit for Occupation
Total Time: 13 minutes (excluding waiting time)						

### AVAILABILITY OF SERVICE:

MONDAY TO FRIDAY  
 8:00 AM to 5:00 PM  
 NO NOON BREAK



**TRANSPARENCY & GOOD GOVERNANCE**