

RENEWAL

REQUIREMENTS:

- I. For Issuance of Assessment for Payments
 1. Duly filled-up application form for renewal in 2 copies
 2. Print-out/ledger of CY 2010
 3. CY 2009 Income Tax Return with the Financial Statements duly received by the B.I.R.
 4. Sales Journal and VAT/Percentage Tax Returns (1st, 2nd, 3rd quarters for the months of October and November, whichever is applicable) for CY 2010

- II. For Issuance of Temporary Mayor;s Business Permit
 1. Duly filled-up application form
 2. Assessment for CY 2010
 3. Bill
 4. Official Receipt (OR)
 5. Community Tax Certificate (CTC)
 6. Sanitary Permit
 7. Mayor's Business Permit CY 2009
 8. Real Property Tax Clearance CY 2009 if taxpayer owned the building and lot
 9. Contract of Lease if the land and or building is rented
 10. Certificate of Registration from DVMF of the ff:
 - Meat Dealer
 - Private Slaughterhouse
 - Meat Processor
 - Lechon Dealer

- III. For issuance of Mayor's Business Permit
 1. All of the documents enumerated under II above
 2. Clearance for SSS, PHILHEALTH, and PAG-IBIG
 3. Requirements from National and /or Local Government relative to the kind of business applied for.
 4. Barangay Clearance with the Official Receipt of payment
 5. BIR Annual Registration Fees CY 2010
 6. Community Tax Certificate and Occupational Tax Receipt pf Personnel for CY 2010