



### **BUSINESS REGISTRATION FOR THE YEAR 2021**

All Business operating within the Municipality of Itogon are required to secure a Mayor's Permit to operate a business, pursue an occupation or calling, or undertake an activity within the Municipality. To facilitate the business registration and to adapt to the "New Normal" of physical distancing in dealing with the pandemic, the registration period is scheduled per barangay and extended from January 4 to March 31, 2021.

#### **BUSINESS REGISTRATION PERIOD for NEW and RENEWAL at the BUSINESS ONE STOP SHOP (BOSS)**

No.	Barangay	Schedule	
1	Virac	January 4 – 15, 2021 ( 10 working days)	Maximum of 40 applicants per day in 10 days
2	Ucab	January 18 – 27, 2021 ( 8 working days)	Maximum of 35 applicants per day in 8 days
3	Tuding	January 28 – February 10, 2021 (10 working days)	Maximum of 40 applicants per day in 10 days
4	Tinongdan	February 11 – 15, 2021 ( 3 working days)	Maximum of 35 applicants per day in 3 days
5	Poblacion	February 16 – 26, 2021 ( 8 working days)	Maximum of 25 applicants per day in 8 days
6	Loacan	March 1 – 10, 2021 ( 8 working days)	Maximum of 25 applicants per day in 8 days
7	Gumatdang	March 11 – 12, 2021 ( 2 working days)	Maximum of 25 applicants per day in 2 days
8	Dalupirip	March 15 – 17, 2021 ( 3 working days)	Maximum of 25 applicants per day in 3 days
9	Ampucao	March 18 – 31, 2021 ( 10 working days)	Maximum of 40 applicants per day in 10 days
10	Municipal Wide/ Business registrants residing outside Itogon	Walk – in applicants should secure Barangay Clearance and City/Provincial Permit depending on project site, selling routes, business location.	

#### **DOCUMENTARY REQUIREMENTS FOR NEW and RENEWAL DURING REGISTRATION**

No.	Requirements for RENEWAL	OFFICE CONCERNED
1	Unified Application Form (For NEW APPLICANTS ONLY)	Barangay Hall/Municipal Hall
2	Barangay Business Clearance	Municipal Hall



**REGULATORY REQUIREMENTS FOR NEW APPLICANTS**

- NEW registrants shall sign the Oath of Undertaking (UNIFIED FORM) to comply with regulatory requirements or deficiencies within 30 days from the issuance of business permit.

No.	Requirements for NEW APPLICANTS	OFFICE CONCERNED
1	Barangay Business Clearance	Municipal Hall
2	Zoning Clearance/Locational Clearance	Mun. Planning and Development Office
3	Occupancy Permit	Municipal Engineering Office
4	Sanitary Permit	Municipal Health Office
5	DTI -Business Name Registration (Proprietor)	DTI – Municipal Hall
6	SEC Registration (Company)	Securities and Exchange Commission
7	CDA Registration (Cooperative)	Cooperative Development Authority
<b>ADDITIONAL REQUIREMENTS FOR THE FOLLOWING LINE OF BUSINESS</b>		
<b>Financial Institutions</b> (Banks/Pawnshops/Foreign Exchange Dealer/Money Changer/Lending/Remittance Agents) Certificate of Registration or Authority to Operate		Bangko Sentral ng Pilipinas (BSP)
<b>Employment Agency/Manpower/Recruitment</b> For Local Employment - License to Operate For Overseas Employment – Authority to Recruit		Department of Labor & Employment Philippine Overseas and Employment Administration
<b>Security Agency</b> License to Operate		Philippine National Police
<b>Water Station</b> Potability Test and Physico-Chemical Test Permit to Operate		Any accredited laboratory clinic Department of Health
<b>Drugstore</b> License to Operate License of Pharmacist		Bureau of Food and Drugs Administration Professional Regulation Commission
<b>Manufacturing/Dealer/Importer of Toys</b> License to Operate		Bureau of Health Devices & Technology (BHDT) of DOH
<b>Gasoline Station</b> Certificate of Compliance		Department of Energy (DOE)
<b>Videoke Bars, Massage Parlors, Barber/ Beauty Shops</b> Medical Health Certificate Occupational Permit		Municipal Health Office Mayor's Office
<b>Learning Institution</b> Certificate of Recognition		Department of Education/Commission on Higher Education
<b>Chemical Dealer/Storage</b> Certificate of Compliance		Department of Environment and Natural Resources
<b>Soap/Cosmetics Manufacturing/ Dealer/ Retailer</b> License to Operate		



Certificate of Product Registration <b>Mining Industry</b> Certificate of Clearance	Food and Drug Administration Department of Environment and Natural Resources
<b>Telecommunications Services</b> Certification/Clearance	National Telecommunications Commission
<b>Funeral Services</b> Category I – Establishments with chapels, and embalming facilities and offering funeral services <ul style="list-style-type: none"> <li>• License of Embalmer</li> <li>• Building Permit</li> </ul> Category II – Establishment with chapels, and offering funeral services but without embalming <ul style="list-style-type: none"> <li>• Memorandum of Agreement to any Category I Establishment and ratified by the Office of the Sangguniang Panlalawigan</li> </ul> Category III – Establishment offering only funeral services from the house of the deceased to the burial ground <ul style="list-style-type: none"> <li>• Memorandum of Agreement to any Category I Establishment and ratified by the Office of the Sangguniang Panlalawigan</li> </ul>	Dept. of Health  Office of the Municipal Engineer  Sangguniang Panlalawigan  Sangguniang Panlalawigan
<b>Chemical (Sodium Cyanide) Distributor/Storage Facility</b> Chemical Control Order (CCO) Registration Environmental Compliance Certificate (ECC)	Department of Environment and Natural Resources
<b>Water Delivery</b> Potability Test	Any accredited laboratory clinic Department of Health
<b>Blasting Contractor/Dealer/Retailer</b> Agreement or contract of the project with duration Endorsement from the Municipal Engineer	MEO
<b>Franchise Business</b> Franchise Agreement	
<b>Restaurant/Eatery/Bakery/Street Foods/Vendors/Caterer/Refreshment Parlor</b> Health Certificate – X-ray & Stool Exam Food Handlers Certificate	Municipal Health Office
<b>Junkshop/Yard Buy &amp; Sell of scrap metals</b> Proof of ownership of land or proof of right to occupy and use property Buyer's Permit per trip Seller's Permit per trip Transporting Permit per trip	Mayor's Office



<b>Swimming Pool/Spa</b> Water Quality Analysis	Any accredited laboratory clinic Department of Health
<b>Resort/Hotels</b> Accreditation	Department of Tourism
<b>Quarrying sand and gravel</b> Area Status & Clearance ECC	CENRO MGB-DENR/PMRB
<b>ADDITIONAL REQUIREMENTS FOR RENEWAL</b>	
<b>Water Station</b> Microbiological Test Total Coliform, E. Coli & Heterotrophic Plate Count Physical/Chemical Test	Any accredited laboratory clinic
<b>Videoke Bars</b> Health Certificate Occupational Permit	Municipal Health Office
<b>Water Delivery</b> Physical/Chemical Test	Any accredited laboratory clinic DOH
<b>Restaurant/Eatery/Bakery/Street Foods</b> Health Certificate – X-ray & Stool Exam	Municipal Health Office Any accredited laboratory clinic
<b>Swimming Pools/Spa</b> Water quality - analysis	Any accredited laboratory clinic

**PROCESS FLOW OF BUSINESS REGISTRATION for NEW APPLICANTS and RENEWAL**

New Business registrants and Renewal will start at the Municipal Veranda – it is a set up for the registrants to accomplish requirements as enumerated above and a one stop facility that includes the National Agencies that registers/issues clearance which are compulsory and must be completed before the business starts operating.

**PROCESS FLOW ON ISSUANCE OF MAYOR'S BUSINESS PERMITS– Business One Stop Shop (BOSS) for NEW and RENEWAL**

No.	REQUIREMENTS for NEW APPLICANT	OFFICE CONCERNED	LOCATION
1	Application Form	Barangay Hall / Municipal Hall	Municipal Veranda (Under the Mango Tree)
2	Barangay Business Clearance	Barangay Hall / Municipal Hall	
3	Zoning/Locational Clearance	Municipal Planning and Development Office	
4	Sanitary Permit	Municipal Health Services	
5	Building Permit	Engineering Office	
<b>REQUIREMENTS for RENEWAL</b>			
1	Barangay Business Clearance	Barangay Hall / Municipal Hall	Municipal Veranda (Under the Mango Tree)
2	Sanitary Permit	Municipal Health Services	
<b>NOTE: After Completion of the requirements please proceed to Municipal Function Hall, 2<sup>nd</sup> Floor, Municipal Hall Building</b>			



	PROCESS FLOW	OFFICE/PERSON CONCERNED
1	STEP 1 - Application/Filing/Verification	BPLO
2	STEP 2 - One Time Assessment and Payment	Treasury Office
3	Step 3 - Claim of Business Permit	Mayor's Office

**CO-LOCATION**

1	Business Name	Department of Trade & Industry
2	Fire Safety Inspection Certificate	Bureau of Fire and Protection
3	Annual Registration and Percentage Tax	Bureau of Internal Revenue

**QUEUEING SCHEME (BOSS)**

A queueing scheme is implemented for easy processing and strict observance of the COVID – 19 safety protocols. (Attached "QUEUEING SCHEME (BOSS)")

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