



**CITY OF MANDALUYONG  
BUSINESS PERMITS AND LICENSING OFFICE**

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**GUIDELINES IN THE PROCESSING OF APPLICATION FOR  
RENEWAL OF BUSINESS**

1. The taxpayer/applicant submits a duly accomplished and notarized business renewal application form together with the required documents to the designated licensing officer.
2. Applicants for food business and businesses requiring ECC are required to have their application forms registered and stamped at the City Health Office.
3. All application forms shall register with the Engineering Department for stamping and possible reassessment of fees
4. Regulated businesses such as; amusement and gaming establishments (nightclubs, beerhouses, bar & videokes, OTB's, computer rentals, internet café, billiards, etc.) are required to submit a duly notarized Memorandum of Agreement (MAO) approved by both the license chief and the Task Force Anti-Vice.
5. The application is then presented to the designated licensing officer who checks the accompanying requirements and henceforth makes an assessment of the corresponding local taxes based on the gross sales declared by the taxpayer as well as regulatory fees and affixes his signature as the assessor.
6. The application form is forwarded to the assigned examiner who reviews the assessment and checks the accompanying documents therein and thereafter affixes his signature if found in order.
7. Thereafter, the application form is presented to the assistant chief of BPLD chief for final review and approval.
8. Upon approval, the application is transmitted to the EDP Section for billing of the Tax Order of Payment (TOP)
9. After the TOP encoding, the taxpayer is instructed to secure a separate order of payment (for the fire fee assessment) from the Fire Department, and to pay it separately with the remaining net payable (as indicated in the TOP) at the City Treasurer's Office.

10. The taxpayer/applicant goes back to this Department to present the paid TOP together with the corresponding Official Receipts (original copies) of fire fee and business permit fee to the Records Section to claim the computerized Mayor's Permit.
11. Thereafter, the taxpayer/applicant is advised to claim the license plate and sticker.