

10. ISSUANCE OF PERMIT TO OPERATE

Processing and Issuance of Permit to Operate	
Office or Division	City Mayor's Office - Business Permit and Licenses Division
Classification	Simple
Type of Transaction	G2C
Who may avail	Banca Owners and Operators
Checklist of Requirements	Where to Secure
1. Duly Accomplished Application Form - one (1) copy/original	City Agriculturist's Office, City Hall Compound
2. Barangay Clearance (Original Copy)- one (1) copy/original	Barangay Treasurer, Barangay Hall (Where owner/operator resides)
3. Copy of previous Permit to Operate- if Renewal, 1 photocopy	Applicant/Owner
4. Proof of payment of license and other prescribed fees-Original/photocopy (1 copy)	Receipt/s issued by the City Treasurer's Office (CTO), City Hall Compound