

## 1. ISSUANCE OF BUSINESS PERMIT (RENEWAL) – EBOSS

Description: The General Santos City Revenue Code of 1996, section 66 states that “It shall be unlawful for any person to engage in any business or occupation for which a permit is required for the proper supervision and enforcement of existing laws and ordinances governing sanitation, security and welfare and the health of the employees. In the business, trades or occupations under this ordinance and other ordinances that may herein after be enacted without first having secured a permit therefore from the City Mayor and pay the corresponding feed to the City Treasurer.”

### RENEWAL OF BUSINESS PERMIT (FULLY AUTOMATED ALL YEAR ROUND)

1. **Open/go to [www. Filipizen.com](http://www.Filipizen.com)**
2. **Choose/select LGU General Santos City**
3. **Follow instruction as stated**

Permit Fees will depend upon the line of business (refer to The General Santos Revenue Code of 1996)

#### For Eatery (non-aircon) OTHERS

- Mayor's Permit Fee – P200.00
- Garbage Fee – P150.00
- Sanitation Fee – P200.00
- Annual Electrical Fee – P296.00 (OBO will determine the fee)
- Annual Plumbing – P60.00 (OBO will determine the fee)
- Annual Building Fee – P120.00
- Annual Signage Fee – P30.00
- Other Charges
- BFP-Fire Safety Inspection Certificate Fee – P500.00
- Clearance CENRO – P310.00
- Health Certificate – P86.00
- Certification Fee-Zoning – P75.00
- Clearance Business Tax – P25.00
- BIR-Documentary Stamp Tax – P30.00
- Subscription Fee-Business – P10.00
- Certification Fee-Business – P6.00
- Vicinity Map – P43.00
- Barangay Clearance – P 500.00 (Depends upon the Barangay)

Note: Clients/Taxpayers have the option, they can print their business permit or they can have their business permit be delivered via courier, but in some considerable cases, they can opt to go to Business Permits Licensing Office to have their business permit printed by our staff and with signature and City Seal upon release.

<b>Office or Division:</b>	City Mayor's Office – Business Permits and Licensing Division Office of the Building Official (OBO) City Treasurer's Office (CTO)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Any person or entity that shall establish, operate, or conduct any business, trade or activity in the City of General Santos.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Online Application via <a href="http://www.filipizen.com">www.filipizen.com</a>:</b>		
Active E-mail Address		Taxpayer
Active Mobile Number		Taxpayer
Business Identification Number (BIN)		Taxpayer
Actual Amount of Gross Sales/Receipts of the Previous Year		Taxpayer
<b>For Online Payment via <a href="http://www.filipizen.com">www.filipizen.com</a>:</b>		
Online Banking, Wallet, or Credit/Debit Card Details		Taxpayer
<b>For Over-the-Counter Payment at CTO:</b>		
Billing Statement		Taxpayer
Tax Order of Payment (TOP) for Cedula		City Treasurer's Office City Hall or Investment Action Center

APPLY, PAY, AND PRINT PERMIT.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Open your browser and go to <a href="http://www.filipizen.com">www.filipizen.com</a>.</p> <p>Type and select General Santos City as partner LGU and click Go To Services.</p>	<p>1.1 Receive in ETRACS the online application and forward to the Office of the Building Official (OBO).</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Local Treasury Operations Officer II / Local Treasury Operations Officer I / Ticket Checker</i></p> <p>City Treasurer's Office</p>
<p>Select RENEW BUSINESS APPLICATION, input the required data/information, and wait for the email notification that your application has been approved for payment.</p>	<p>1.2 Assess for OBO fees.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Engineer I / Building Inspector / Administrative Aide VI</i></p> <p>Office of the Building Official</p>
<p>To view the billing statement online, open your browser and go to <a href="http://www.filipizen.com">www.filipizen.com</a>, type and select General Santos City as partner LGU, and click Go To Services.</p>	<p>1.3 Assess for business tax, fees, and charges.</p>	<p>None</p>	<p>3 Hours, 30 Minutes</p>	<p><i>Local Treasury Operations Officer II / Local Treasury Operations Officer I / Ticket Checker</i></p> <p>City Treasurer's Office</p>
<p>Select BUSINESS ONLINE BILLING AND PAYMENT and input the required</p>	<p>1.4 Review and approve the Assessment.</p> <p>Note: If the declared gross sales/receipts is erroneous, inform the customer to correct the</p>	<p>None</p>	<p>30 Minutes</p>	<p><i>Local Treasury Operations Officer IV / Revenue Examiner III / Local Treasury Operations Officer III</i></p> <p>City Treasurer's Office</p>

<p>data/information to view the billing statement.</p>	<p>declaration within two (2) days.</p>			
<p>If paying online, click PAY OPTION to select quarter/s for payment, click CONFIRM PAYMENT, and select your preferred payment portal.</p> <p>If paying over-the-counter:</p> <p>Proceed to City Treasurer's Office City Hall or Investment Action Center to pay.</p> <p>If paying at City Hall:</p> <p>Proceed to City Treasurer's Office located at the ground floor of the City Hall building.</p> <p>Get queuing priority number for Payment and the Tax Order of Payment (TOP) for Cedula located at the Public Assistance and Complaints Desk (PACD) and wait at the CTO lounge for turn to pay at Windows 46 - 48.</p> <p>If paying at Investment Action Center:</p>	<p>1.5 Issue priority number for Payment and Tax Order of Payment (TOP) for Cedula.</p>	<p>None</p>	<p>15 Minutes</p>	<p><i>Administrative Aide III (Clerk I)</i> City Treasurer's Office</p>

<p>Proceed to City Treasurer's Office located at the ground floor of the GSC Investment Action Center building.</p> <p>Get queuing priority number for Payment and the Tax Order of Payment (TOP) for Cedula located at the main entrance, ground floor of the GSC Investment Action Center and wait at the CTO lounge for turn to pay at Windows 15 - 18.</p> <p>Proceed to the payment window where the number was called and present the Billing Statement and the TOP for Cedula.</p> <p>Receive the Official Receipt.</p> <p>Check your email inbox for the sent ELECTRONIC BUSINESS PERMIT in PDF file format.</p> <p>Open the email message and click the file attachment.</p> <p>Click the download button. After</p>				<p><i>Administrative Aide III (Clerk I)</i></p> <p>City Treasurer's Office</p>
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<p>downloading, print the business permit.</p>				
	<p>1.6 Receive the Billing Statement and the TOP for Cedula and accept payment either in cash/cashier or manager's check/postal money order.</p> <p>Issue the computer-printed Official Receipt.</p>	<p>Total amount of taxes, fees, and charges stated in the Billing Statement</p> <p>&amp;</p> <p>Total amount stated in the TOP for Cedula</p>	<p>2 Hours</p>	<p><i>Revenue Collection Clerk III / Revenue Collection Clerk II / Revenue Collection Clerk I / Ticket Checker</i></p> <p>City Treasurer's Office</p>
	<p>1.7 Send the Electronic Business Permit.</p>	<p>None</p>	<p>15 Minutes</p>	<p><i>Licensing Inspector II / Administrative Aide I</i></p> <p>City Mayor's Office – Business Permits and Licensing Division</p>

	<b>TOTAL:</b>	<b>Total amount of taxes, fees, and charges stated in the Billing Statement</b>  <b>&amp;</b>  <b>Total amount stated in the TOP for Cedula</b>	<b>6 Hours, 45 Minutes</b>	
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