



CITIZEN'S CHARTER

BUSINESS PERMIT AND LICENSING OFFICE

VISION:

To be one of the country's most effective, efficient and hassle free LGU in the issuance of Business Permit and Licenses.

MISSION:

Encouraging local businesses in Marilao to secure Permit & License on time at a reasonable fee and at the fastest and smartest way as possible.

Issuance of Business Permit (NEW)

SCHEDULE

Monday-Friday
8 am - 5 pm
(No Noon Break)

DURATION

75 minutes

REQUIREMENTS

Accomplished Application Form
DTI/SEC/CDA Registration
Barangay Clearance
Contract of Lease
Clearances for SSS, BIR, PhilHealth
Zoning Clearance
Community Tax Certificate
Building Clearance/ Certificate of Occupancy
Location Sketch

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements and wait while the documents are being processed.	Assess application form and requirements.	45 minutes	Licensing Staff Licensing Officer MPDC Engineer	None	Application form
		Print Tax Order of Payment.	5 minutes	Licensing Staff	None	Tax Order of Payment
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	As per Tax Order of Payment	Official Receipt
3	CLAIM document/s and affix signature to releasing logbook.	Print, Sign and Release document/s.	15 minutes	Licensing Staff Mayor/ Mun. Admin./ Licensing Officer	None	Business Permit
END OF TRANSACTION						

Issuance of Business Permit (RENEWAL)

SCHEDULE

Monday-Friday
8 am - 5 pm
(No Noon Break)

DURATION

70 minutes

REQUIREMENTS

Accomplished Application Form
Previous Tax Order of Payment
and Mayor's Permit with Official Receipt
BIR Quarterly/ Annual Payments
Latest Community Tax Certificate
Audited Financial Statement (previous year)
Sworn Declaration of Gross Sales Receipt
Latest Barangay Business Clearance

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess application form and requirements.	40 minutes	Licensing Staff Licensing Officer	None	Application form
		Print Tax Order of Payment.	5 minutes	Licensing Staff	None	Tax Order of Payment
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	As per Tax Order of Payment	Official Receipt
3	CLAIM document/s and affix signature to releasing logbook.	Print, Sign and Release document/s.	15 minutes	Licensing Staff Mayor/ Mun. Admin./ Licensing Officer	None	Business Permit
END OF TRANSACTION						



Closure of Business

SCHEDULE

Monday–Friday
8 am – 5 pm
(No Noon Break)

DURATION

61 minutes

REQUIREMENTS

Accomplished Application Form
Original Business Permit
Business Plate
Letter of Closure Duly Notarized
Barangay Certificate
Income Tax Return

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements and wait while the documents are being processed.	Assess application form and requirements.	45 minutes	Licensing Staff Licensing Officer	None	Application form
		Print Certification Fee/ Tax Order of Payment.	5 minutes	Licensing Staff	None	Certification Fee/ Tax Order of Payment
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	As per Tax Order of Payment	Official Receipt
3	CLAIM document/s and affix signature to releasing logbook.	Inspect business and print inspection report	1 hour	Licensing Staff	None	
		Print, Sign and Release document/s.	5 minutes	Treasurer's Staff Mun. Treasurer	None	Certificate of Closure

END OF TRANSACTION



Issuance of Tricycle Franchise and Permit

SCHEDULE

Monday–Friday
8 am – 5 pm
(No Noon Break)

DURATION

61 minutes

REQUIREMENTS

NEW: LTO Certificate of Registration LTO Official Receipt Valid ID	Deed of Sale Community Tax Certificate Barangay Clearance FEMA TODA Certificate	RENEWAL: LTO Certificate of Registration LTO Official Receipt Old Franchise Valid ID	Deed of Sale Community Tax Certificate Barangay Clearance FEMA TODA Certificate
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements and present tricycle unit for inspection.	Assess application form and requirements.	5 minutes	TRU Staff	None	
		Inspect the tricycle unit.	5 minutes	TRU Staff	None	
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	New – P380 Renewal – P330	Official Receipt
3	CLAIM document/s and affix signature to releasing logbook.	Print, Sign and Release document/s	10 minutes	TRU Staff Mayor/ Mun. Admin./ Licensing Officer	None	Permit, franchise, ID

END OF TRANSACTION



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