



MUNICIPAL BUSINESS PERMIT AND LICENSING OFFICE



Location: 4th floor New Taytay Municipal Building, Club Mania East Taytay, Rizal

Officer in Charge : Mr. Elono D. Tolentino

Tel No.: (02) 284-4788 and 284-4789

A. APPLICATION FOR BUSINESS AND MAYOR'S PERMIT

Requirement:

DTI / SEC / CDA Reg.
Baragay Clearance
Sanitary Permit
Fire Safety Clearance
MENRO

PROCEDURES / STEPS
APPLICATION FORM
MPDO / ENGINEERING
ASSESSMENT - TOP
PAYMENTS (TREASURY)
RELEASING (MAYOR'S OFFICE)

B. RENEWAL OF BUSINESS PERMIT AND MAYOR'S PERMIT

Requirement:

DTI / SEC / CDA Reg.
Baragay Clearance
Sanitary Permit
Fire Safety Clearance
MENRO

PROCEDURES / STEPS
APPLICATION FORM
MPDO / ENGINEERING
ASSESSMENT - TOP
PAYMENTS (TREASURY)
RELEASING (MAYOR'S OFFICE)

C. FRANCHISE PROCEDURE

Requirement:

- Photocopy of Official Receipt and Certificate
- Photocopy of Barangay Clearance (Latest)
- Photocopy of Cedula (Latest)
- Certification of Toda and Inspection Report 1
- For Transfer: Photocopy of Deed of Sale and
- For Dropping: Surrender your Franchise and

PROCEDURES / STEPS
ASSESSMENT BILLING
PAYMENT
NOTARY
RELEASING
MAYOR'S OFFICE FOR SIGNATURE