

ISSUANCE OF NEW BUSINESS PERMIT

Pursuant to Article 21, Section 67 of the Quezon City Revenue Code, as amended by City Ordinance No. SP-3013, S-2021, every business establishment within the City must secure a valid business permit.

Division	Business Permit Division
Classification	Simple
Type of Transaction	G2B (Government to Business Entity)
Who may Avail	Sole Proprietors/ Corporation/Partnership/Cooperative or Authorized Representative
Checklist of Requirements	Where to Secure
PROOF OF BUSINESS REGISTRATION <ul style="list-style-type: none">DTI Registration (Single Proprietor)SEC Registration (Cooperation/Partnership/ One Person Corporation)CDA Registration (Cooperative)HLURB Registration (Homeowners Association)	<ul style="list-style-type: none">Department of Trade and IndustrySecurities and Exchange CommissionCooperative Development AuthorityHousing and Land Use Regulatory Board
PROOF OF RIGHT TO USE <ul style="list-style-type: none">Contract of Lease (if business area is leased)Land Title or Tax Declaration (if business area is owned)Affidavit of Undertaking (if government-owned)Usufruct Agreement or Letter Authorizing Use (if free of rent)	<ul style="list-style-type: none">ApplicantRegistry of Deeds or City Assessor's OfficeApplicant See: https://bit.ly/Affidavit-GovernmentOwned <ul style="list-style-type: none">Applicant
Valid ID of Business Owner If filed by a duly authorized representative, authorization template and valid id of representative	Applicant See: bit.ly/BPLDAuthorizationForm
Photo/s of Business Location	Applicant
Other documents as may be required (when applicable)	Applicant

HOW TO APPLY FOR A NEW BUSINESS PERMIT

(ARTICLE 21, SECTION 67 OF THE QC REVENUE CODE, CITY ORDINANCE NO. SP-3013, S-2021, & CITY ORDINANCE NO. SP-3272, S-2024)

STEP 1: Registration and Submission



LOG IN TO <https://QCESERVICES.QUEZONCITY.GOV.PH>

Fill-out and submit the application

Checklist of Requirements:

- ✓ Valid ID of Business Owner (QCitizen ID for Nano-Enterprises)
- ✓ Proof of Business Registration
 - SEC (Corporation/Partnership/One Person Corporation)
 - DTI (Single Proprietor)
 - CDA (Cooperative)
 - HLURB Registration (Homeowners Association)
- ✓ Proof of Right to use (any of the following as applicable)
 - Notarized Contract of Lease (Leased)
 - Transfer Certificate of Title or Tax Declaration (Owned)
 - Usufruct Agreement
- ✓ Photo/s of Business Location
- ✓ Other documents If and When applicable (Based on declared business activity and uploaded documents)

If filed by a representative

- ✓ Authorization Form (bit.ly/BPLDAuthorizationForm)
- ✓ Valid ID of representative

Payment of Business Tax



Pay Business Tax Online with the City Treasurer's Office
Refer to the City Treasurer's Office Citizen's Charter:
<https://tinyurl.com/QCCTOCC>

Fees to be paid:

A system-generated Tax Bill based on the total declared capital investment will be sent to the applicants registered email address.

- Quezon City Revenue Code
- Quezon City Ordinance No. SP-3272, S-2024

An e-copy of your permit will be sent to the QC e-Services registered e-mail once the permit application has been approved.



Maximum Processing Time: 3 Days
(Upon approval of the Initial Evaluation)

Original Copy of Permit
Delivery via Courier

BACKEND (INTERNAL) PROCESS



1.1 Evaluation of Documents
⌚ 30 Minutes



1.2 Zoning Administration Unit
⌚ 30 Minutes



1.3 Generate Tax Bill (Simultaneous with Ancillary Verification)
⌚ 30 Minutes




1.4 BPD Chief Final Review
⌚ 30 Minutes



1.5 BPLD Head Approval
⌚ 30 Minutes

LEGENDS: - Applicant Action - BPLD Action - Regulatory Office Action



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<div>1.Fill-out and submits the required documents via QC e-Services</div> <div></div>	1.1. Receives and evaluates the submitted documents	None	30 mins.	Evaluator Business Permits Division (BPLD)
	1.2. Approve business location (if documents are complete, the location of business shall be evaluated by Zoning Administration Unit)	None	30 mins.	Zoning Administration Unit Evaluator
	1.3. Generate Tax Bill and is uploaded to client's application (Simultaneously, application is evaluated by other ancillary verification)	None	30 mins.	Staff Business Permits Division (BPLD)
	Receive payment and issue official receipt Refer to the City Treasurer's Office Citizen's Charter bit.ly/QCCTOCitizensCharter	System-generated. The computation is based on the declared capitalization. (See Article 8, Section 19 (M) of the QC Revenue Code.)	Client dependent	City Treasurer's Office
	1.4. Final Review of application by BPD Chief	None	30 mins.	BPD Chief
	1.5. Approves business permit application by Head approval (Applicant receives e-copy of business permit)	None	30 mins.	BPLD Head
	Deliver business permit and other ancillary documents to the business address	None		MISRAD (ADDS Unit)

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STEP 1: Registration and Submission



-Backend Evaluation by the BPLD and ZAU
-2 Hours 30 Minutes.

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