

# RENEWAL OF BUSINESS PERMIT

Every year, all existing and operating businesses in the city must have their Business Permits renewed. Pursuant to City Ordinance No. SP-3013, S-2021, “An Ordinance amending the validity of Business Permit from December 31 of every year to one year from the date of issuance or anniversary date, amending further Ordinance No. SP-91, S-93, otherwise known as the Quezon City Revenue Code of 1993”, Business Permits shall be valid one (1) year from the date of issue reflected in the permit.

Office or Division	Business Permit Division
Classification	Simple
Type of Transaction	G2B (Government to Business Entity)
Who may Avail	Business Owner or authorized representative who has an existing business in Quezon City
Checklist of Requirements	Where to Secure
Previous Mayor’s Permit	• Applicant
Official Receipt of Business Tax Payment for the current year	• City Treasurer’s Office
Valid ID of Business Owner If filed by a duly authorized representative, authorization template and valid id of representative	• Applicant See: <a href="https://bit.ly/BPLDAuthorizationForm">bit.ly/BPLDAuthorizationForm</a>

## HOW TO RENEW BUSINESS PERMIT

(ARTICLE 21, SECTION 70 OF THE QC REVENUE CODE AS AMENDED BY CITY ORDINANCE NO. SP-3013, S-2021)

### Payment of Business Tax



**Requirements and Fees to be paid:**  
Refer to the City Treasurer’s Office Citizen’s Charter: <https://tinyurl.com/QCCTOCC> or Log-in to QC e-Services (<https://qceservices.quezoncity.gov.ph>) then choose Pay Business Tax.

Payment of Business tax shall be made on or before January 20 of every year, unless extended by an ordinance.

### STEP 1: Submission of Renewal Application



File the renewal of Business Permit at the **QC e-Services Online Portal** or at the QC e-Services Kiosks.

The QC Biz Easy System is capable of auto-renewal if a business establishment is compliant with valid Locational Clearance at the point of renewal of Business Permit.

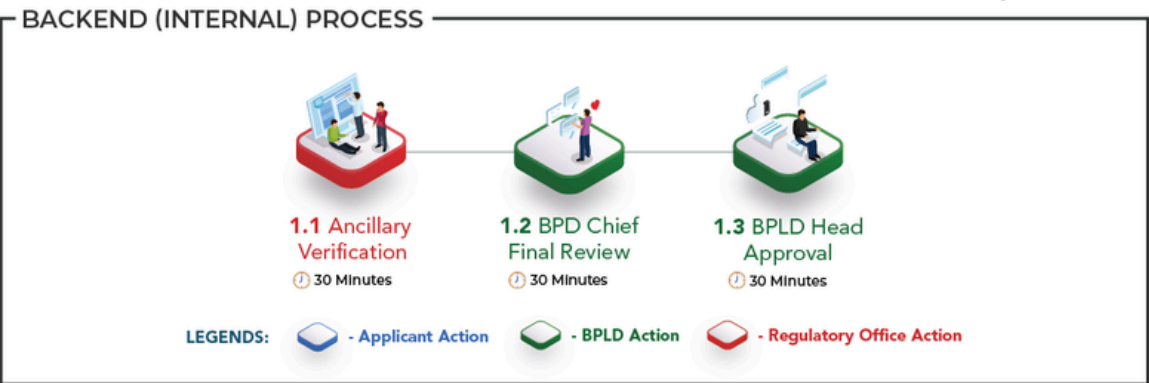
**Information Required:**  
✓ Mayor’s Permit Number  
✓ Official Receipt Details

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



# RENEWAL OF BUSINESS PERMIT

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Payment of Business Tax	Receive Business Tax payment	Refer to the City Treasurer's Office Citizen's Charter: <a href="https://bit.ly/QCCTOCitizensCharter">bit.ly/QCCTOCitizensCharter</a> or Log-in to QC e-Services Online Portal the choose Pay Business Tax	Client dependent	CTO
1.File renewal of business permit at any of the following:  • QC e-Services Portal • QC e-Services Kiosks • QC e-Services Auto-Renewal	1.1 Verify ancillary clearances	None	30 mins.	Ancillary Department's Evaluators
	1.2. Final Review of application	None	30 mins.	BPD Chief
	1.3. Approve renewal of business permit application (applicant receives e-copy of business permit)	None	30 mins.	BPLD Head
	Deliver Mayor's Permit and other ancillary clearances	None		MIS-RAD ADDS unit

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### BACKEND (INTERNAL) PROCESS



**1.1 Ancillary Verification**  
⌚ 30 Minutes



**1.2 BPD Chief Final Review**  
⌚ 30 Minutes



**1.3 BPLD Head Approval**  
⌚ 30 Minutes

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