



AMENDMENT OF BUSINESS PERMIT

Not all business information stays accurate for its entire existence. Some change addresses, while some change their business activity. In which case, clients are responsible to apply corresponding amendments to their Business Permits accordingly pursuant to Article 21, Section 77B of the Quezon City Revenue Code, as amended by City Ordinance No. SP-3013, S-2021.

Office or 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 intending to update or correct business permit			
Checklist of Requirements	Where to Secure			
<ol style="list-style-type: none"> 1. Previous Mayor's Permit 2. Tax Assessment Bill and Official Receipt of Business Tax Payment 3. Board resolution or secretary certificate, if corporation Updated SEC General Information sheet Certificate of Lease / Proof of ownership if the amendment is transfer of location 4. Other documents as may be required based on amendments to be made 	<ul style="list-style-type: none"> • Applicant • City Treasurer's Office • Applicant 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application via QC e-Services 	1.1. Receive and evaluate the submitted documents	None	10 mins	BPD Evaluator
	1.2. Evaluate business location if business activity is permissible	None	5 mins.	Zoning Administration Unit
	1.3. Generate White Copy for CTO Assessment or Order of Payment (application is simultaneously evaluated by other ancillary departments)	None	10 mins	BPD Evaluator
	1.4. Receive payment and issue official receipt	Refer to the City Treasurer's Office Citizen's Charter (bit.ly/QCCTOCitizensCharter)	Client dependent	CTO Cashier
	1.5. Final review of application	None	5 mins.	BPD Chief
	1.6. Approve amendment of business permit (applicant receives e-copy of business permit)	None	5 mins.	BPLD Head
	1.7. Deliver amended business permit and other ancillary clearances	None		MIS-RAD ADDS Unit