



# 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.

<b>Office or Division</b>	Business Permit Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B (Government to Business Entity)
<b>Who may Avail?</b>	Business Owner or authorized representative who has an existing business in Quezon City
<b>Checklist of Requirements</b>	<b>Where to Secure</b>
Previous Mayor’s Permit	Applicant
1. Official Receipt of Business Tax Payment for the current year	<ul style="list-style-type: none"> <li>City Treasurer’s Office</li> </ul>
Authorization Form(If filed by a representative)	<ul style="list-style-type: none"> <li>Accessible via the Business One-Stop Shop at <a href="https://qceservices.quezoncity.gov.ph/">https://qceservices.quezoncity.gov.ph/</a></li> </ul>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NOTE: Pay Business Tax	Receive Business Tax payment	Refer to the City Treasurer’s Office Citizen Charter: <a href="http://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: <ul style="list-style-type: none"> <li>QC e-Services Portal</li> <li>QC e-Services Kiosks</li> <li>On-premise at the BOSS (Ground Floor, Civic A Building)</li> </ul>	1.1. Verify ancillary clearances	None	5 mins.	Ancillary Department’s Evaluators
	1.2. Final Review of application	None	5 mins.	BPD Chief
	1.3. Approve renewal of business permit application (applicant receives e-copy of business permit)	None	5 mins.	BPLD Head
	1.4. Deliver Mayor’s Permit and other ancillary clearances	None		MIS-RAD ADDS unit