



# Republic of the Philippines Calasiao, Pangasinan

## OFFICE OF THE ECONOMIC ENTERPRISE BUSINESS PERMIT AND LICENSING APPLICATION PROCESS

STEP NO.	STEPS	TIME	PERSON TO APPROACH
1	Application/Assessment	30 mins.	Remedios Ceralde/Jocelyn Montoya Cornelia B. Asuncion/Verliza V. Abila
2	Payment	15 mins.	Vienna Rose S. Soriano/ <i>LRC Officer I</i> Ma. Bella N. Mendoza <i>Administrative Aide I</i> BFP SFO1 Jennifer Espinoza/ FO3 Judelyn Datuin FO1 Brenda Gonzales
3	Issuance/Releasing	15 mins.	Randy V. Gotos <i>License Inspector II</i>

### Documentary Requirements

#### For New: 2 DAYS Processing

- DTI Registration or SEC Registration or CDA Registration
- Contract of Lease (If Lessee)
- Barangay Business Clearance
- Business Capitalization
- Occupancy Permit (if Required)
- Sanitary Permit (if Required)

#### For ReNew: 1 DAY Processing

- Income Tax Return from Previous Year
- Barangay Business Clearance

Note: 1. Processing time applicable to clients with complete requirements and the no. of minutes does not include the conduct of inspection.

2. For pre assessment/pre processing of your application, you can download Unified Application Form at our LGU website at [calasiao.gov.ph](http://calasiao.gov.ph) and email your requirements with filled up application form at our email address: [calasiaoeobplo@yahoo.com](mailto:calasiaoeobplo@yahoo.com)