



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF LOON

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 114TH REGULAR SESSION OF THE 14TH SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL HELD ON THE 9TH DAY OF NOVEMBER 2021 AT JUAN M. RELAMPAGOS SESSION HALL, LOON, BOHOL-

PRESENT:

Hon. Lloyd Peter M. Lopez, M.D.	Vice Mayor, Presiding Officer
Hon. Pedro M. Literatus, Jr.	SB Member
Hon. Ana Lisa O. Go	SB Member
Hon. Lydia L. Almasa	SB Member
Hon. Kristel P. Tecson	SB Member
Hon. Judy Marie H. Veloso	SB Member
Hon. Zaide Y. Coritico	SB Member
Hon. Priscila C. Branzuela	SB Member
Hon. Timoteo L. Legitimas	SB Member
Hon. Emalinda A. Veloso	LnB President, Ex-Officio Member

ABSENT:

Hon. April Joseph L. Corciega	SKMF President, Ex-Officio Member
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MUNICIPAL ORDINANCE NO. 21-010
Series of 2021

AN ORDINANCE AMENDING SECTION 3A.04 (b), OF MUNICIPAL ORDINANCE NO. 11-007 SERIES OF 2011, ENTITLED "THE REVENUE CODE OF LOON, BOHOL", BY PROVIDING THEREIN ADDITIONAL REQUIREMENT FOR APPLICATION OF MAYOR'S PERMIT FOR NEWLY-STARTED AND EXISTING BUSINESS ENTERPRISES

Be it ordained by the 14th Sangguniang Bayan of Loon in session duly assembled:

Section 1. Section 3A.04 (b), of Municipal Ordinance No. 11-007 Series of 2011 shall be amended to read:

(b) **Application for Mayor's Permit.** An application for Mayor's Permit shall be filed at the Office of the Municipal Mayor through the Business Permit & Licensing Office (BPLO). The application form shall be issued by the same Office and shall set forth the required information including the name and residence of the applicant, the description of business or undertaking that is to be conducted, and such other data or information as may be required

1. For a newly-started business
 - a. Location sketch of the new business
 - b. Department of Trade and Industry (DTI) Registration Certificate with Approved Application Forms, in case of single proprietorship

- c. Securities and Exchange Commission (SEC) Registration and Articles of Incorporation and By-Laws, in case of partnership or corporation
 - d. A certificate attesting to the tax exemption if the business is exempt
 - e. Zoning Certification from the officer in charge of the zoning that the location of the new business is in accordance with zoning regulations
 - f. Realty Tax clearance showing that the applicant has paid his tax obligations to the municipality
 - g. Police Clearance
 - h. Water bill clearance
 - i. Barangay clearance/proof of filing (in case of non-issuance of barangay clearance within seven (7) working days from date of filing a Mayor's Permit may be issued to the applicant
 - j. Sanitary Permit
 - k. Three (3) passport size pictures of the owner or operator or in cases of a partnership or corporation the picture of the senior or managing partners and that of the President or General Manager
 - l. Health certificate for all food handlers, and those required under Chapter IV, Art. D of this Revenue Code
 - m. Community Tax Certificate
 - n. Contract of Lease, if leasing
 - o. Certificate of Occupancy from Office of Building Official (OBO)
 - p. Intergrated Solid Waste Management (ISWM) certificate
 - q. Book of Accounts
 - r. Business Establishment Signage citing business name, business address, telephone/cellphone number, email address or similar social media account name
 - s. Secure Optical Media Board Clearance/Certificate for those businesses engaged in importation, exportation, acquisition, sale or distribution of optical media, manufacturing equipment, parts and accessories and manufacturing used or intended for use in the mastering, manufacture or replication of optical media
2. For renewal of existing business permits
- a. Previous year's Mayor's permit
 - b. Copies of the annual or quarterly tax payments
 - c. Copies of all receipts showing payment of all regulatory fees as provided in this Code
 - d. Certificate of tax exemption from local taxes or fees, if exempt
 - e. Audited Financial/Income Statement prescribed by the Bureau of Internal Revenue for the next preceding year
 - f. BIR Registration Certificate
 - g. Barangay Clearance
 - h. Police Clearance
 - i. Declaration of previous year's gross sales/ receipts
 - j. ISWM Certificate
 - k. Realty Tax clearance showing that the applicant has paid tax obligations to the municipality
 - l. Water bill clearance
 - m. Sanitary Permit
 - n. Three (3) passport size pictures of the owner or operator or in cases of a partnership or corporation the picture of the senior or managing partners and that of the President or General Manager
 - o. Health certificate for all food handlers, and those required under Chapter IV, Art. D of this Revenue Code
 - p. Community Tax Certificate
 - q. Contract of Lease, if leasing
 - r. Business Establishment Signage citing business name, business address, telephone/cellphone number, email address or similar social media account name
 - s. Optical Media Board Clearance/Certificate for those businesses engaged in importation, exportation, acquisition, sale or distribution of optical media,

manufacturing equipment, parts and accessories and manufacturing used or intended for use in the mastering, manufacture or replication of optical media

Section 2. Repealing Clause. Section 3A.04, (b) of Municipal Ordinance No. 11-007 Series of 2011 is hereby amended/modified accordingly.

Section 3. Effectivity. This ordinance shall take effect upon its approval.

UNANIMOUSLY APPROVED.

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I hereby certify to the correctness of the above-quoted ordinance.

FIDELINO P. CORITICO, LLB
Secretary to the Sanggunian

ATTESTED:

LLOYD PETER M. LOPEZ, M.D.
Vice Mayor
Presiding Officer

APPROVED:

ELVI PETER L. RELAMPAGOS
Municipal Mayor

Date Signed: _____