



Economic Services
Laoag City Public Market
and Commercial Complex



1. Granting of Permit to Lease a Stall

The City Treasurer's Office-Laoag City Public Market and Commercial Complex (LCPMMC) issues Contract of Lease to stallholders to spell out in certain terms, all responsibilities of the lessor, and certain restrictions as to how the facilities of the Laoag City Public Market and Commercial Complex may be used.

Office or Division:	CTO – Laoag City Public Market and Commercial Complex			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	LCPMCC Stall Lessor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Letter-request to the City Mayor				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for a vacant stall in the market.	1. Verify vacancy of stall in the monitoring report.	None	5minutes	Administrative Officer III/ Revenue Collection Clerk II
	1.1 Provide application form and assists the applicant in filing out the form if necessary.	None	2 minutes	
	1.2 Issues certification as to the availability of stall	None	3 minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for a vacant stall in the market.	1. Verify vacancy of stall in the monitoring report.	None	5minutes	Administrative Officer III/ Revenue Collection Clerk II
	1.1 Provide application form and assists the applicant in filing out the form if necessary.	None	2 minutes	
	1.2 Issues certification as to the availability of stall	None	3 minutes	Market Supervisor/ Revenue Collection Clerk II
2. Submit letter intent to the City Mayor for approval together with the accomplished application form duly notarized and noted by the person in charge as to the availability of stall.	2. Receives letter of intent with the duly accomplished application Form	None	3 minutes	CMO-Administrative Division
	2.1 Approves the letter of intent and application	None	30 minutes	City Mayor
3. Back to CTO-LCPMCC and submit approved letter of intent and application	3. Issues certification as to the availability of stall.	None	10 minutes	Market Supervisor III/ Revenue Collection Clerk II



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay one-month stall deposit at the CTO-LCPMCC	4. Receive payment and issue Official Receipt	Rate x Area x 30 days (rate varies according to location of the stall)	3 minutes	Revenue Collection Clerk II
	4.1 Prepare and print the Contract of Lease for signature by the City Mayor, City Treasurer and the Lessee	None	15 minutes	Revenue Collection Clerk II
	4.2 Signs the Contract of Lease	None	30 minutes	City Mayor City Treasurer
Receives the Contract of Lease	5. Records the COL and release the 1 st copy to the lessee, file for the 2 nd copy and 3 rd copy to License Officer	None	3 minutes	Administrative Officer III/ Revenue Collection Clerk II
TOTAL:		Depends on the area of stall	1 hour 44 minutes	

2. Renewal of Lease of Contract

The Office of the Market Superintendent issues Renewal of Contract of Lease at Laoag City Public Market and Commercial Complex every 3 years.



3. Granting of Business Permit to Operate a Business Stall in the LCPMCC

Any person who shall establish, operate or conduct any business, trade of activity at the LCPMCC shall first obtain a Mayor's permit and pay the corresponding fees. One stop shop processing of business permit is conducted as early as December until January 20 (renewal period) at CTO-LCPMCC

Schedule of Fees:

Renewal:	
Business Tax	2.62% of gross sales or receipts of preceding year
Mayor's Permit	10% of Business (not less than P100.00 but not more than P1,000.00)
Garbage Fee	165.00 (with permanent stall) and 66.00 (with temporary stall and open market sellers)
Occupation Fee	100.00
Tax Clearance	50.00
Sanitary Fee	150.00
Laboratory/Health Certificate RA 9514	235.00
	C
	15% of the Regulatory Fees (minimum of 500.00)
New:	
Business	$\frac{3}{4}$ of 1% of the Capital Investment
Mayor's Permit	
Capital Investment:	
Less than 10,000.00	50.00
10,000.00 or more but less than 30,000.00	100.00
30,000.00 or more but less than 50,000.00	150.00
50,000.00 or more but less than 100,000.00	200.00
100,000.00 or more but less than 500,000.00	300.00
500,000.00 or more	400.00



New:	
Garbage Fee	165.00 (with permanent stall) and 66.00 (with temporary stall and open market sellers)
Occupation Fee	100.00
Tax Clearance	50.00
Sanitary Fee	150.00
Laboratory/Health Certificate RA 9514	235.00
	500.00 (minimum = 15% of Regulatory Fees)

Office or Division:	CTO-Laoag City Public Market and Commercial
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	LCPMCC Stallholders
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Basic Requirements</p> <ul style="list-style-type: none"> ➤ Business License Application Form ➤ O.R. for payment of stall rental ➤ Barangay Clearance ➤ Community Tax Certificate ➤ SSS Clearance ➤ Phil health Clearance ➤ Sanitary Permit and Health Certificate ➤ Fire Safety and Control Clearance <p>Additional requirements for New Businesses</p> <ul style="list-style-type: none"> ➤ DTI registrations-Single Proprietor ➤ Cooperative Development Authority Registration-Cooperatives ➤ Prosecutor's Clearance ➤ Police Clearance ➤ BIR Registration <p>Additional requirements for Renewal</p> <ul style="list-style-type: none"> ➤ Income Tax Return preceding year (gross income above P100,000.00) ➤ Business Permit Preceding year 	<p>CTO-LCPMCC</p> <p>CTO</p> <p>Barangay Chairman</p> <p>Office of the City Treasurer</p> <p>SSS</p> <p>Phil health</p> <p>City Health Office</p> <p>Bureau of Fire Protection</p> <p>Department of Trade and Industry</p> <p>Cooperative Development Authority</p> <p>Prosecutor's Office</p> <p>Philippine National Police</p> <p>Bureau of Internal Revenue</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application form and required documents	1. Evaluates and checks if documents are in order:	None	5 minutes	Market Supervisor III
	1.1 Verifies location of stalls as to sectional classification if it conforms to the line of business and assesses the amount of fees and charges to be paid	None	15 minutes	Market Supervisor III Market Inspector I
	1.2 Signs application	None	30 minutes	Market Supervisor III
2. Have the application form notarized	2. Receives notarized application	None	2 minutes	Market Inspector I
3. Secure Tax Order of Payment. Office of the City Mayor for:	3. Verification and approval	None	4 minutes	Administrative Officer III/ Revenue Collection Clerk I
4. Pay corresponding fees at the CTO market	4. Receives payment and issue Official Receipt	Refer to schedule of fees	5 minutes	Revenue Collection Clerk I and II / Collector Designate
5. Submit Official Receipt and approved application form for the preparation of business permit	5. Receives complete documents with OR and forwards them to the CMO-License Division for the preparation of Business Permit/ Mayors Permit to operate	None	10 minutes	Market Supervisor III



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Receives business permit, plate and sticker at the License Division, LCPMCC	6. Releases business permit, plate and sticker.	None	5 minutes	Market Supervisor III
TOTAL:			1 hour 16 minutes	

4. Calibration of Weighing Scale

All stallholders and open market vendors are required to have their weighing scales tested, calibrated and sealed before actual use and every 6 months thereafter or as the needs arises. Market Inspectors also regularly check vendors weighing scales. If a vendor is caught using an unsealed, inaccurate or defective weighing scale or weighing scales with a broken seal, the same shall be confiscated and the corresponding fines shall be imposed.

Office or Division:		CTO-Laoag City Public Market and Commercial Complex		
Classification:		Simple		
Type of Transactions:		G2C – Government to Citizen		
Who may avail:		LCPMCC Stallholders and Open Market Vendors		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Weighing scale to be calibrated				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present weighing scale for testing/ calibration	1. Inspects weighing scales and makes recommendations as to the condition of the instruments presented.	None	5 minutes	Market Inspectors



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay fee at the CTO- market.	2. Receives payment and issues Official Receipt	33.00 Seal & Testing Fee (10-15 kgs.) 55.00 (20kg. – above) 20.00 Sticker	5 minutes	Revenue Collection Clerk II and I Collector Designate
3. Present Official Receipt	3. Tests and calibrates weighing scales using 1,2, and 5-kilogram weight units authorized by DOST 3.1 Seals tested/ calibrated weighing scales	None	15 minutes	Market Inspectors
4. Receive weighing scale	4. Releases weighing scale	None	1 minute	Market Inspectors
TOTAL:		53.00 or 75.00 depends on weight	26 minutes	