



Securing Permit on All Advertising and Promotional Activities

ABOUT THE SERVICES

Corporations, groups and other entities who wish to promote or advertise their product/s, service/s or events to the public through installation/posting of billboard, signage, streamers, posters, fliers and/or other similar materials.

TAXES/FEES

<ul style="list-style-type: none"> • Billboards or signboards for advertisements of Business, per sq. m. or fraction thereof 	Single face P 40.00 / sq. m. / annum Double face P 80.00 / sq. m. / annum
<ul style="list-style-type: none"> • Billboards or signs for professionals, per sq. m. or fraction thereof 	P 30.00 / sq. m./ annum
<ul style="list-style-type: none"> • Billboards, signs or advertisements for business and professionals painted on any building or structure or otherwise separated or detached therefrom, per sq. m. or fraction thereof 	
<ul style="list-style-type: none"> • Advertisement by means of placards, per sq. m. or fraction thereof 	
<ul style="list-style-type: none"> • Advertisements by means of promotional sale (house to house) per day or fraction thereof 	P 100.00 / day
<ul style="list-style-type: none"> • Advertisement by means of streamers (tarpaulins) 	P 4.00 / sq.m. / day
<ul style="list-style-type: none"> • Posters 	P 2.00 / piece
<ul style="list-style-type: none"> • Advertisement by means of vehicles, balloons, kits, etc. 	P 60.00 per vehicle per day or fraction thereof 120.00 per vehicle per week or fraction thereof 240.00 per vehicle per month or fraction thereof

Department / Office:	CITY MAYOR'S OFFICE
Classification:	Simple
Type of Transaction:	G2B - Government to Businesses
Who may avail	Corporations, business firms and other entities
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Letter Request addressed to the City Mayor, with the following attachments: <ol style="list-style-type: none"> a. Design b. Details/Specifications c. Total Number of Tarps/Posters/Signage d. Duration e. Site/location/sketch plan of the project. 	<ul style="list-style-type: none"> • Requesting Party
<ul style="list-style-type: none"> • Affidavit of undertaking to assume all obligation and liabilities cause to any third party by reason of such project 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Such other documents/papers that the city may require 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • If the site/location is a private property, applicant must present written document showing the consent of the owner. 	<ul style="list-style-type: none"> • Owner of Private Property



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of requirements.			1 minute	GRACE S. SEGUI Administrative Aide I (Casual)
2. Payment of Fees.		see Table above	5 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
	3. Preparation of Mayor's Permit.		5 minutes	GRACE S. SEGUI Administrative Aide I (Casual)
	4. Approval of Permit by City Mayor or his authorized representative.		1 minute	NELSON S. LEGACION City Mayor FRANCISCO M. MENDOZA CGDH I City Administrator PAUL JOHN F. BARROSA Secretary to the Mayor
	5. Release of Permit.		1 minute	GRACE S. SEGUI Administrative Aide I (Casual)
TOTAL			12 minutes	

CITY MAYOR'S OFFICE

Room 201, 2/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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