

## **Online renewal of a business permit**

*Step 1: Email the requirements to [LGPBizRenewal@gmail.com](mailto:LGPBizRenewal@gmail.com)*

Requirements for renewal are:

- Barangay Clearance or Market Clearance
- Financial Statement (latest Income Tax Return, audited financial report or certification of sales)
- Fully accomplished application form and signed by the General Manager or owner of the business

An email will be sent to the applicant with an information that their application has been approved together with their BIN application number to be used in Step 2

*Step 2: Access Legazpi City's Online services at [www.legazpi.gov.ph](http://www.legazpi.gov.ph) to get electronic billing and proceed to electronic payment*

*Step 3: Email to [LGPBizRenewal@gmail.com](mailto:LGPBizRenewal@gmail.com) the electronic official receipt (eOR) number and applicant will be provided an advance copy of the business permit*