



CHECKLIST OF REQUIREMENTS FOR BUSINESS PERMIT APPLICATION (Effective January 2012)



A. For NEW BUSINESS, submit the following to

BPLO

- Duly accomplished application form (BPLO)
 - Any of the following (photocopy)
 - * For Corporation/Partnership or Coop, Certificate of Registration, Articles of Incorporation/ Partnership/ Cooperation and By-Laws from SEC or CDA
 - * For Single Proprietorship, Certificate of Registration of Business Name from DTI
 - Current Year Business Cedula (City Treasurer's Office)
 - Barangay Clearance (Barangay where business is located)
 - Police Clearance (City Police Station)
 - Zoning Certificate (City Planning & Dev't. Office)
 - Environmental Clearance (City ENRO)
 - National Building Code Compliance (City Eng'g. Office)
 - Sanitary/Health Clearance (City Health Office)
 - Proof of Payment of Business/Real Property Tax (CTO)
 - Fire Safety Certificate (City Fire Department)
- Additional Requirements:**
- SSS/Philhealth/Pag-ibig Fund Registration
 - Lease Contract, if space/stall is rented (Building Owner)
 - SP A/Board Resolution/Secretary's Certificate for representatives
 - Required accreditation/certification/clearance for specific line of business (FDA, FPA, NTC, BSP, LTFRB, DOH, DOE, DOLE, DepEd, CHed, TESDA, PSUSCIA, City Veterinarian, CSWDO, etc.)

For foreign national business owners and employees:

- Photocopy of VISA/PASSPORT
 - Alien Employment Permit (AEP)
- ### B. For RENEWAL, submit the following to BPLO:
- Duly accomplished application form (BPLO)
 - Current Year Business Cedula (City Treasurer's Office)
 - Barangay Clearance (Barangay where business is located)
 - Police Clearance (City Police Station)
 - Audited FS/Notarized Statement of Gross Sales or Receipts/Previous Year's ITR/BIR Certification (taxpayer)
 - SP A/Board Resolution/Secretary's Certificate for representatives (Taxpayer)

C. For OCCUPATIONAL PERMIT

(All employees of Private Business Establishments are required to secure Occupational Permit)

1. Current Year Cedula
2. Birth Certificate (SECPA/authenticated photocopy)
3. Police or NBI Clearance
4. Health ID/Certificate from CHO

For more information please visit or call

BPLO at 3884-696

Business Permit & Licensing Office

G/F City Hall