

4 STEPS TO FOLLOW IN APPLYING FOR A BUSINESS PERMIT:

START

STEP 1 (BPLO)

- Secure / fill-up application form
- Secure checklist of requirements

BPLO

STEP 2 (BPLO FOR ASSESSMENT)

- Submit Business Application with complete requirements to the Licensing Officer for assessment of taxes and fees.
- Proceed to the Treasurer's Office

BPLO ASSESSMENT

TREASURER'S

STEP 3 (TREASURER'S OFFICE)

- Pay fees
- Secure machine validated official receipt
- Proceed to BPLO

BPLO

STEP 4 (BPLO)

- Submit official receipt
- Secure Mayor's Permit

END

REQUIREMENTS FOR BUSINESS PERMIT APPLICATION

BASIC REQUIREMENTS

I. NEW APPLICATION

1. Barangay Clearance (for Business)
2. Contract of lease, if renting
3. Locational Clearance/Zoning Clearance
4. City Engineer's Office
 - * Occupancy Permit
 - * if building is owned, Building Permit Number
5. City Health Office/Sanitary Permit
6. Fire Department/Fire Safety Clearance
7. SSS/Philhealth/Pag-Ibig membership Certificate
8. DTI Business Name Registration or SEC Certificate

II. RENEWAL

1. Previous Years' Mayor's Permit and Official Receipts
2. New Barangay Clearance (for Business)
3. New Community Tax Certificate
4. SSS/Philhealth/Pag-Ibig membership Certificate
5. DTI Business Name Registration or SEC Certificate

OTHER REQUIREMENTS FOR REGULATED BUSINESS:

1. CHEMICAL/MANUFACTURING PLANTS

- a. LLDA Permit
- b. Zoning/Valid Temporary Permit from LGU
- c. Environmental Compliance Certificate (ECC)

2. JUNK SHOPS, VULCANIZING SHOPS, CAR WASH, AUTO REPAIR SHOPS

- a. Lot title of owner or contract of lease plus
- b. TCT of Lessor
- c. Lot area should be at least 100 sq. m.

3. AUTO REPAIR, ELECTRONICS, RADIO ELECTRICAL EQUIPMENT SHOPS

- a. DTI Accreditation Certificate

4. WAREHOUSES/DEPOT

- a. Certification stating the type of commodity to be stored

5. WATER REFILLING STATIONS

- a. Certificate of water portability from the City Health Office
- b. Sanitary Inspection Certificate

6. SCHOOLS/EDUCATIONAL INSTITUTIONS

- a. DECS Accreditation

7. COOPERATIVES

- a. CDA Accreditation

8. VIDEO/CD RENTAL

- a. Videogram Regulatory Board (VRB) Permit

9. RENT-A-CAR/TRANSPORT SERVICES

- a. LTO Franchise

10. RESTAURANTS, NIGHT CLUBS, COCKTAIL LOUNGES, BEER HOUSES AND OTHER AS NECESSARY

- a. Health Certificates (GRO's, waiters, cooks, and other workers)
- b. working permit of Personnel

11. RECRUITMENT/MANPOWER AGENCIES

- a. License to operate from the Dept. of Labor and Employment (DOLE) registered (POEA)

12. MANNING AND CREWING SERVICES

- a. License to operate from the Philippines Overseas Employment Agency (POEA)

13. REAL STATE LESSORS

- a. Occupancy Permit and ownership

14. TRAVEL AGENCIES

- a. Dept. of Tourism (DOT) Certificate

15. COMPANIES EXERCISING PROFESSION

- a. Phil. Regulatory Commission (PRC) License

16. PHARMACY /DRUGSTORE/FOOD PROCESSORS

- a. Bureau of Food and Drug (BFAD) License

17. SECURITY AGENCY

- a. PNP Clearance/PCSUCIA National License from Camp Crame

18. COMPANIES DEALING IN FIREARMS, AMMUNITIONS AND EXPLOSIVES

- a. License to operate from Firearms and Explosive Units (Camp Crame)

19. GENERAL/SPECIALTY ENGINEERING CONTRACTOR

- a. Contractor's license issued by the Philippine Contractor's Accreditation Board (PCAB)

20. RICE/CORN/WHEAT DEALER

- a. National Grains Authority License

21. CUSTOM BROKERAGE BUSINESS

- a. Custom Broker License issued by the Custom Broker's Commission

22. BANKING INSTITUTION

- a. Central Bank Authority

23. PEST CONTROL SERVICES

- a. Pest control License issued by Fertilizers and Insecticide

24. MESSENGERIAL AND COURIER SERVICES

- a. Permit from Department of Transportation and Communication

25. LPG DEALER

- a. License from the Energy Regulatory Board (ERB)

26. TELECOMMUNICATION /CELLPHONE REPAIR SERVICE

- a. Permit from the National Telecommunication Commission (NTC)