A) BASIC REQUIREMENTS (for all)

Item	DOCUMENT NAME
	National Agency Requirements
1)	Tax Identification Number (TIN), (show original)
2)	Certificate of Business Name Registration (show original)
3)	SSS Clearance (show original)
4)	Fire Safety Clearance (show original)
	LGU-Barangay Requirements
1)	Barangay Clearance (submit original)
	LGU-City Requirements
1)	Picture, NamePlated 1 x 1 of Owner/ President-Manager (OPM)/ Authorized Head (AH), FOR NEW ONLY (submit one latest picture)
2)	Zoning Clearance (use form below)
3)	Building Safety Clearance (use form below)
4)	Tax Clearance (RENEWAL ONLY) (use form below)
	Other Requirements
1)	"Cedula" of Owner/ Company President-Manager (OPM) or Authorized head (AH) (show original)

***NOTE:** For required Photo-Copies, present the original for authentication. In case the original copy is not available, an authenticated/certified copy by the authorized official of the issuing agency/office may serve as an original copy.

Additional requirements if:

Item	SITUATION	DOCUMENT NAME
1)	If Managed by Authorized Head (AH)	Certification as Authorized Head (submit original)
2)	If form signed or tendered by a representative	Authority to File the Application for Permit (submit original)
3)	If Cooperative	CDA Registration & Exemption (submit photo)
4)	If Corporation	SEC Registration and Cedula (submit photo)
5)	If Partnership	Articles of Partnership (submit photo)
6)	If Franchise Exists	Franchise (submit photo)
7)	If Stall Holder (Market and/or Gymnasium)	Clearance from the: Market Supervisor; General Services Office (Gym); Treasury (All Stalls) (use form below)
8)	If Change of Business Name	Business Name Registration (show original)
9)	If Transfer of Ownership	Financial Statements & Deed of Sale or Affidavit, both as of transfer date (submit original)

Special, depends on goods/services

Item	GOODS / SERVICES	DOCUMENT NAME
1)	Boarding House/ Dormitory	Statement of Condition/Status of Boarding House /Dormitory (use form below)
2)	Food/Purified Drink, Bakery, Grocery, Sari-Sari Store, Ice Plant, Cinema, Hotel, Disco Club, Beer House, Funeral Parlor, Gasoline Station, Bus Terminal, Cockpit, Beauty Parlor and Barber Shop.	Clearance on Sanitation and Health (use form below)
3)	Renting/ Leasing of Real Estate Properties	Ownership Clearance (use form below)
4)	Driving School Institution	Certificate of Registration (TESDA) (submit photo)

B) Supporting Clearances/ Certifications Clustered for Expediency (Local)

Basic, applicable to all businesses

Location/Zoning — **CPDC (Zoning Ord.)**
Print Name, Sign & Position
Date Issued > ____

Building Clearance Fee — **City Engineer (Bldg. Code)**
Print Name, Sign & Position
Date Issued > ____

Fire Safety Clearance Fee — **BOP (Fire Code)**
(National Requirement)
Print Name, Sign & Position
Date Issued > ____

Business Tax/Fees and Stall — **City Treasurer**
Print Name, Sign & Position
Date Issued > ____

Locational Map — N ⇧

Special, for selected businesses only

Sanitary/Medical — Date Issued > ____ — **City Health Officer**
ONLY FOR Business engaged with:
Food/Purified Drink, Bakery, Grocery, Sari-Sari Store, Ice Plant, Cinema, Hotel, Disco Club, Beer House, Funeral Parlor, Gasoline Station, Bus Terminal, Cockpit, Beauty Parlor and Barber Shop.
Print Name, Sign & Position

Property Ownership — Date Issued > ____ — **City Assessor**
ONLY FOR *Business of Renting/Leasing*
Print Name, Sign & Position

Stall Ownership, Goods/Service Placement OK — Date Issued > ____ — **Market Head / GO**
ONLY FOR *Market /Gymnasium Stall Holder*
Print Name, Sign & Position

ONLY FOR Boarding House & Dormitory: Statement of Condition/Status
Kind of Construction of Building _____
Greatest No. of Persons that can be accommodated at any one time _____
Size (Esq..) of each Room: Guests' ____ Dining ____
Boarders' ____ Kitchen ____
Sanitary Facilities _____
Light & Ventilation Condition _____
Number of Employees ____ Boarders ____

Owner's SIGNATURE
(OR AUTHORIZED PERSON)

C) Steps and Procedures in applying for Business Permits

Your Form, please submit here →

ONE STOP SHOP

BASIC (All Businesses)
1) Zoning Ord.;
2) Building Code;
3) Fire Protection,
4) Treasury Tax Clearance

SPECIAL (Selected Businesses)
a) Health and Sanitation;
b) Property Ownership
c) Market/Gymnasium Stalls

(*) →

Business Permits & Licensing Office (BPLO)
Receives Applications, Evaluates, Verifies/ Inspects, Assesses, Issues Order of Payments, Checks Payments, Prepares Business/Mayor's Permit and finally releases

Release of Permit →

Pay here ↓ — Present your OR here ↑

Office of the Treasurer
Collects Payments
(Official Receipts, OR)

Permit for approval ↓ — Approved ↑

City Mayor
Approves Permit

(*) Note: Except for the basic & special mentioned above, documents not yet ready may be submitted later but prior to the release of Permit.

D) Actions on the Application for Business/Mayor's Permit

RECOMMENDING APPROVAL: **APPROVED:**

DATE		DATE		DATE
IRINEO B. TAGUIBAO		**BUENAVENTURA F. LAGUNDI**		**RANDOLPH S. TING**
Licensing Officer IV/ BPLO Head		City Treasurer		City Mayor

E) Delivered Service

Received Permit/Plate/Stickers > _____ Signature Over Printed Name/Position

Date Received: Month ____ Day ____ Year ____

BPN
Please remember your BPN always