

REQUIREMENTS FOR APPLICATION OF BUSINESS PERMIT

(Based on Executive Order No. 02, Series 2008)

<input type="checkbox"/> NEW	<input type="checkbox"/> RENEWAL
<ol style="list-style-type: none"> Application Form (Filled up in complete information) Barangay Business Clearance Community Tax Certificate (Sole or Corporation) Picture of Business Establishments (inside/outside picture) Sketch of Location DTI or SEC Registration for Corporate Articles of Incorporation and By Laws for Corporation & Partnership Proof of Ownership if the place business is owned. (Land Title) (Affidavit of Waiver) (Affidavit of Waiver on Occupied property) Lease Contract (Notarized) if the place of business is rented, and proof of ownership of lessor. Locational Clearance (Planning Office-1st Floor) Affidavit of Undertaking and affidavit of Waiver, signed by the owner or his duly authorized representative, duly notarized by a licensed lawyer. 	<ol style="list-style-type: none"> Application Form (Filled up in complete information) Barangay Business Clearance Community Tax Certificate (Sole or Corporation) Locational Clearance (Planning Office) Previous Year's Business Permit. Previous Year's Income Tax Return (ITR) Previous Year's monthly VAT or NON VAT Return (at least 11 mos.) or Quarterly VAT Return (at least 3 Quarters) duly received by the BIR for those business with P500,000 gross income/receipts. Audited financial statement for business with P300,000.00 & up gross receipts/sales. Affidavit of Undertaking and affidavit of Waiver, signed by the owner or his duly authorized representative, duly notarized by a licensed lawyer.

OTHER REQUIREMENTS AS PER LINE OF BUSINESS

(Certificate of Registration/Certification/Accreditation/Clearance)

<p><u>Dealer/Retailer of LPG</u> ➤ Fire Safety Insp. Cert.</p> <p><u>Flea Market/Stall Holder</u> ➤ TFD</p> <p><u>Off Track</u> ➤ Games & Amusement Board</p> <p><u>Massage Parlor/Therapeutic Clinic</u> ➤ (Stamp Registered) CHO</p> <p><u>Learning Center</u> ➤ MANA</p> <p><u>Day Care Center</u> ➤ DSWD</p> <p><u>Mini Fair</u> ➤ Mechanical Permit from CBO</p> <p><u>Mini Fair</u> ➤ Mechanical Permit from CBO ➤ PAGCOR</p> <p><u>Pharmacy/Drug Store</u> ➤ BFAD</p> <p><u>Security Agency</u> ➤ SAGSD (Camp. Crame)</p> <p><u>Water Refilling Station</u> ➤ Certificate of Bacterial Test</p> <p><u>Rice Retailer</u> ➤ NFA</p> <p><u>Traveling Agency</u> ➤ DOT</p>	<p><u>Beauty Parlor/Skin Care</u> <u>Barber Shop</u> <u>Beer Garden/ Beerhouse and the like</u> ➤ CHO ➤ Tonsorial permit of Employees</p> <p><u>Video Rentals</u> <u>Internet Café/Computer Shop engaged in Optical Media Business</u> ➤ OMB Certification</p> <p><u>Birthing Home</u> <u>Rehabilitation/Maternity Clinic</u> ➤ CHO ➤ Phil.Health</p> <p><u>Banks/Money</u> <u>Changer/Pawnshop</u> ➤ Central Bank ➤ Stamp Annual Report</p> <p><u>Garment/Sewing Contractor</u> ➤ Occupational Permit of Employees</p> <p><u>Employment Agency</u> ➤ Local-DOLE ➤ Overseas-POEA</p>	<p><u>Carindaria/Restaurant/Refreshment Parlors</u> ➤ Occupational Permit of Employees</p> <p><u>Hardware With Combustible /Flammable</u> <u>Junkshop</u> <u>KTV Bar/Videoke House</u> <u>Dealer/Retailer of LPG</u> ➤ Fire Safety Insp.Cert.</p> <p><u>Factory engaged in Food Processing</u> ➤ Fire Safety Insp. Cert ➤ Waste Water Treatment Facility Plan ➤ Waste water Discharge Permit (DENR) ➤ Waste Water Analysis Result (DENR)</p> <p><u>Gasoline Station</u> <u>Manufacture/Fabricators w/more than 1,000 sqm.</u> <u>Ship Building/Breaking/Repair</u> ➤ Fire Safety Insp.Cert. ➤ DOE ➤ ECC Frm. DENR</p>
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Note:

- Quarterly Dues (1st Quarter) **Jan. 20**, (2nd Quarter) **April 20** (3rd quarter) **July 20** (4th Quarter) **Oct. 20**. Pls. pay on or before the above-mentioned dates to avoid penalty.
- Business Registration Plate & Business Permit shall be posted and displayed conspicuously in front of the establishment. Non display is subject to a fin of One Thousand Pesos based on Section 6 of MO 2000-01.
- Surrender your Business Permit upon termination/Retirement of Business to avoid tax liability. To retire your business, complete the following documents:

a.) Affidavit of Business Closure	c.) Barangay Business Closure
b.) Latest Business Permit & Registration Plate	d.) Payment of Retirement Fee.

All application for Business Closure is subject for INSPECTION.