

BUSINESS PERMIT AND LICENSING OFFICE

NEW BUSINESS REGISTRATION

Requirements

1. Accomplishment Application
2. Proof of business registration (i.e. DTI, SEC / CDA Registration Certificate)
3. Barangay Business Clearance
4. Basis of computing taxes, fees and charges (*Notarized Sworn Statement of Business Capitalization*)
5. a. Contract of Lease (if Lessee and Lessor's Business Permit)
b. Certified True Copy (CTC) of Title (*if owner*)
6. Occupancy Permit

Other Requirements

- Special Power of Attorney (SPA) for representative
- Company – Authorization Letter
- Certificate of Tax exemption from local taxes, if exempted
- Market Clearance / Municipal Fishport Clearance
- Certificate of Tax exemption from local taxes

Releasing

- Copies of all receipts showing payment of regulatory fees;
- Community Tax Certificate