



NEW BUSINESS LIST OF REQUIREMENTS in securing MAYOR'S PERMIT

REQUIRED SUPPORTING DOCUMENTS TO BE SUBMITTED TO BLPD:	
1.	Isulat ang mga kaukulang impormasyon sa Application Form for Business.
2.	*Barangay Business Clearance para sa kasalukuyang taon na galing sa barangay kung saan itatayo ang negosyo. 2 copies to be given to BLPD & CPDCO
3.	**Location Sketch ng itatayong negosyo. 6 copies to be given to BLPD, CPDCO, LBOD, CENRO, CHO, & BFP
4.	Zoning Certification from City Planning & Development Coordinator's Office (CPDCO) <i>Requirements for Zoning Certification:</i> <ol style="list-style-type: none"> *Barangay Business Clearance **Location Sketch Any of the following applicable forms of ownership (photocopy): <ul style="list-style-type: none"> -Owner's Duplicate Copy (TCT) -Contract of Lease duly notarized -Contract to Sell duly notarized -Deed of Absolute Sale duly notarized -Deed of Donation and/or Special Power of Attorney duly notarized -Authorization Letter and/or Notice of Award -Tax declaration -Sworn Statement as Heir of the property -Market Enterprise (CEED) stamp - if within the new/old public markets Neighborhood's Consent (nearby)/Homeowner's Clearance/Certification - if within residential approved subdivision LHSD Clearance/Certification - if within the Northville Subdivision
5.	Clearance from Local Building Official Division (LBOD) <i>Requirements for LBOD Clearance:</i> <ol style="list-style-type: none"> **Location Sketch Photocopy of Certificate of Occupancy (from the Owner of the building) Services agreement (for security and janitorial services)
6.	Acknowledgment Slip from City Environment & Natural Resources Office (CENRO) <i>Requirement for Acknowledgment Slip:</i> <ol style="list-style-type: none"> **Location Sketch
7.	Sanitary Permit from City Health Office (CHO) <i>Requirements for Sanitary Permit:</i> <ol style="list-style-type: none"> **Location Sketch Results of the Cervical Urethral Smear from the Social Hygiene Clinic of GRO's – For night clubs/entertainment establishments For Water Refilling Station: <ul style="list-style-type: none"> -Certificate of Certified Water Operator Course -Bacteriological Test- product every month-raw every six months -Physical/Chemical Test- every 6 months raw and product -Sanitary Plan -Sanitary Engineer's Report Operational Permit/Clearance from CHD-3 (DOH) – For memorial park, funeral services and crematorium Design of Water Treatment Plant facilities and Barangay Resolution (Factories and Piggery) – For Industrial Establishment
8.	Fire Safety Inspection Slip (FSIS) [to be given upon application]/ photocopy of Fire Safety Inspection Certificate (FSIC) [to be given prior to releasing of Mayor's Permit] from Bureau of Fire Protection (BFP) <i>Requirement for FSIS/FSIC:</i> <ol style="list-style-type: none"> **Location Sketch Tax Declaration (for commercial buildings)
9.	OTHER SUPPORTING DOCUMENTS: <ol style="list-style-type: none"> <i>Para sa pagpapatalaga ng "Business Name", dalhin ang mga sumusunod (photocopy):</i> <ul style="list-style-type: none"> --For Single Proprietorship DTI Certificate of Registration --For Corporation/Partnership SEC Registration with Articles of Incorporation / Co-partnership --For CooperativeCDA Certificate of Registration Photocopy of Latest Real Property Tax Receipt/Payment or RPT clearance from CTO (if applicable) Contract of Lease/Award Notice/Authorization Letter/Certification (if renting) Tax Declaration / Land Title – for Lot / Building Rentals Professional Tax Receipt – for exercise of profession (photocopy) Affidavit/Undertaking on non-operations of games – for internet café Grant of Authorities from Congress/PAGCOR/ Sangguniang Panlungsod Franchise – for Bingo gaming operations (photocopy)
10.	Official Receipt from City Treasurer's Office (CTO) upon payment of applicable fees related in the issuance of Mayor's Permit: <i>Requirements upon payment:</i> <ol style="list-style-type: none"> Original or Photocopy of Community Tax Certificate (CTC)/ Cedula (Cedula for Business or Corporate Cedula) Green Copy of the Application Form (FM-CSFP-QMS-20) Assessment Slip (FM-CSFP-BLPD-02)

RENEWAL

REQUIRED SUPPORTING DOCUMENTS TO BE SUBMITTED TO BLPD:	
1.	Isulat ang mga kaukulang impormasyon sa Application Form for Business.
2.	Barangay Business Clearance para sa kasalukuyang taon na galing sa barangay kung saan nakatayo ang negosyo.
3.	**Location Sketch ng negosyo. 5 copies to be given to BLPD, LBOD, CENRO, CHO & BFP
4.	Original or Photocopy of previous Mayor's (Business) Permit – for presentation only
5.	Clearance from Local Building Official Division (LBOD) <i>Requirements for LBOD Clearance:</i> a. **Location Sketch b. Previous LBOD Clearance for business
6.	Environmental Management Permit (EMP) from City Environment & Natural Resources Office (CENRO) <i>Requirements for EMP:</i> a. **Location Sketch b. Greening Activity Certificate (GAC) or Temporary GAC
7.	Sanitary Permit from City Health Office (CHO) <i>Requirements for Sanitary Permit:</i> a. **Location Sketch b. Health Certificate <i>Requirements for Health Certificate:</i> -Chest x-ray result -Urine exam result -Stool exam result c. For Water Refilling Station -Bacteriological Test- product every month-raw every six months -Physical/Chemical Test- every 6 months raw and product
8.	Fire Safety Inspection Slip (FSIS) [to be given upon application]/ photocopy of Fire Safety Inspection Certificate (FSIC) [to be given prior to releasing of Mayor's Permit] from Bureau of Fire Protection (BFP) <i>Requirements for FSIS/FSIC:</i> a. **Location Sketch b. Latest Fire Safety Inspection Certificate or Affidavit of loss, if lost c. Tax Declaration (for commercial buildings)
9.	OTHER SUPPORTING DOCUMENTS: a. Affidavit of Gross Sales / Receipts for the Latest Taxable Period – for non-BIR registered taxpayers b. For BIR Registered Taxpayers: -Income Tax Returns of the Preceding Quarter and / or Year -VAT or Percentage Tax Returns c. For non-operation of businesses – Affidavit of Non-Operation for the Latest Taxable Period/s d. For Banks- Notarized Joint statement of Annual Income (signed by a designated Officer of the Head Office and by the Branch Manager) e. Clearance from Philhealth or photocopy of Senior Citizen ID for senior citizens (Single Proprietorship) f. Market Enterprise (CEED) stamp - if located at New and Old Public Market g. Photocopy of Latest Real Property Tax Receipt/Payment or RPT clearance from CTO (if applicable) h. Professional Tax Receipt – for exercise for profession (photocopy) i. Grant of Authorities from Congress/PAGCOR/Sangguniang Panlungsod Franchise – for Bingo gaming Operations (photocopy) j. PCAB Contractor's License – For contractor, sub-contractors, specialty contractors engaging in the construction agency (photocopy)
10.	Official Receipt from City Treasurer's Office (CTO) upon payment of applicable fees related in the issuance of Mayor's Permit: <i>Requirements upon payment:</i> a. Original or Photocopy of Community Tax Certificate (CTC)/ Cedula (Cedula for Business or Corporate Cedula) b. Green Copy of the Application Form (<i>FM-CSFP-QMS-20</i>) c. Assessment Slip (<i>FM-CSFP-BLPD-02</i>)