



**In connection with your application for Business Permit, please secure the following documents & clearances and attach them to your application:**

Basic Requirements:	Regulatory & National Clearances:	Special Requirements:	Others
<ul style="list-style-type: none"> <li>✓ Duly Accomplished Application Form</li> <li>✓ One 2" x 2" or Passport Size Picture of Applicant</li> <li>✓ Copy of DTI/ SEC/ CDA Certificate of Registration</li> <li>✓ Copy of Current Year's Community / Corporate Tax Certificate (CEDULA)</li> <li>✓ Barangay Endorsement (based on location of business)</li> <li>✓ Lease Contract and Lessor's Permit (For Leased Properties) Or Authorization from the Owner</li> </ul>	<ul style="list-style-type: none"> <li>✓ Zoning / Locational Clearance (c/o City Planning Office)</li> <li>✓ Fire Safety Inspection Certificate (c/o Bureau of Fire Protection)</li> <li>✓ Sanitary Permit (c/o City Health Office)</li> <li>✓ ESMO Clearance (c/o Environmental Sanitation &amp; Management Office)</li> <li>✓ Occupancy Permit / Bldg. Insp. Certificate (c/o City Eng'g. Office)</li> <li>✓ Real Property Tax Payment (c/o City Assessor's Office)</li> <li>✓ Others (Specify) _____</li> </ul>	<ul style="list-style-type: none"> <li>✓ Public Market Clearance (For Public Market Stall Holders)</li> <li>✓ Notarized Authorization to Represent / Special Power of Attorney with valid photocopy of Gov't-issued ID of both (For Sole Proprietorship / Corporations / Partnerships)</li> <li>✓ Official Receipt of Weighing Scale Registration</li> <li>✓ Occupational Permit for Employees</li> <li>✓ Photo of CCTV System</li> <li>✓ DILG ARTA, DTI, DICT JMC 01 – Series of 2021 Annex 4 List of Permits / Clearances from National Gov't Agencies for Selected Sectors</li> </ul>	<p><b>For Renewal Applications:</b></p> <ul style="list-style-type: none"> <li>✓ Copy of Previous Mayor's Permit or Official Receipts</li> <li>✓ Proof of Sales (Prior Year's Audited Financial Statements and Income Tax Return) and/or Other Supporting Documents</li> <li>✓ Photo of Business Establishment</li> </ul> <p><b>For New Applications:</b></p> <ul style="list-style-type: none"> <li>✓ Letter of Intent</li> <li>✓ Photo of Business Establishment</li> </ul>

VERIFIED BY: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

***\*TO BE FILLED BY BUSINESS-ONE-STOP-SHOP (BOSS) STAFF ONLY***

PROCESS	PROCESS DATE	TIME IN	TIME OUT	ACTUAL NO. OF MINUTES	FRONTLINERS		Previous Year's Gross Sales
					INITIAL	SIGNATURE	
VERIFICATION / ASSESSMENT							
			TOTAL				

STEPS	PROCESS	CLEARANCE / PERMIT	REMARKS	DATE OF COMPLIANCE	ACTUAL NO. OF MINUTES	REGULATORY OFFICE REPRESENTATIVES	
						INITIAL	SIGNATURE
1	FILE	ZONING					
		OCCUPANCY/ BLDG. INSP.					
		SANITARY					
		FIRE SAFETY					
		ESMO					
		CITY ASSESSOR'S OFFICE					
2	PAY	CITY TREASURER'S OFFICE					

STEPS	PROCESS	TIME OUT	ACTUAL NO. OF MINUTES	PRINTING/RELEASING		REMARKS
				INITIAL	SIGNATURE	
3	CLAIM					
		TOTAL				