

DOCUMENTARY REQUIREMENTS

NEW BUSINESS

- 1 DTI / SEC / CDA Registration
- 2 Locational Clearance
- 3 Occupancy Permit
- 4 Contract of Lease (if renting)
- 5 Barangay Business Clearance
- 6 Capital Investment

RENEWAL

- 1 Barangay Business Clearance
- 2 Gross Sales/Receipts

OTHERS (as may be required):

- _____ 2 pcs. 2x2 Picture
- _____ Cedula
- _____ Health Cert / Sanitary Permit (CHO)
- _____ Certificate of Annual Inspection (CEO)
- _____ Fire Safety Inspection Cert (BFP)
- _____ Lessor's Permit / Proof of Ownership
- _____ Cert of Registration / Tax Compliance Cert
- _____ SSS/PhilHealth/Pag-ibig Clearance
- _____ Work Permits of Employees
- _____
- _____

MARY JEAN S. ABRERO

City Business Permits & Licensing Officer