

BUSINESS PERMITS AND LICENSING OFFICE
CITIZEN'S CHARTER

ISSUANCE OF BUSINESS/MAYOR'S PERMIT
(NEW APPLICATION)

SCHEDULE OF AVAILABILITY

MONDAY - FRIDAY
8:00 AM - 5:00 PM
NO NOON BREAK

WHO MAY AVAIL?

ANY PERSON APPLYING TO REGISTER THEIR BUSINESS

TOTAL DURATION OF TIME

54 Minutes

APPLICABLE TO THE FOLLOWING CASES:

1. WITHOUT EXISTING RECORD
2. CONFORMS WITH ZONING CLASSIFICATION
3. NO NEED FOR INSPECTION
4. COMPLETE DOCUMENTARY REQUIREMENTS

REQUIREMENTS

1. **BUSINESS NAME REGISTRATION (2 copies)**
 - a. Single Proprietorship - DTI Registration
 - b. Corporation/Partnership/Foundation - S.E.C. Registration with Articles of Incorporation
 - c. Cooperative - C.O.A. - Certificate of Compliance - Certificate of Legitimacy (LCC)
 2. **PROOF OF LEGAL OWNERSHIP/ LEGAL POSSESSION (2 copies)**
 - a. If the place of business is **OWNED** - Photocopy of Official Receipt of Real Property Tax (Current Year), Transfer/Original Certificate of Title (TCT/OCT)
 - b. If the place of business is **RENTED** - Photocopy of Contract of Lease
 - c. If place of business is **NO RENTAL or FREE OF USE** Consent Letter or Usufruct Contract with ID of the signatory & Photocopy of Official Receipt of Real Property Tax (Current Year) Transfer/Original Certificate of Title (TCT/OCT)
 3. **CERTIFICATE OF OCCUPANCY (2 copies)**, If applicable
 4. **PICTURE OF ESTABLISHMENT AND VICINITY MAP (Sketch) (2 copies)** - Outside View with signage and inside view.
- If Applying thru representatives:**
- For Single Proprietorship**
 - * **Written Authorization Letter.**
 - * **ID of Registered Owner and Company ID of representative.**
 - For Corporation**
 - * **Secretary Certificate.**
 - For Partnership**
 - * **Partnership Certificate or authorization from one of the partners.**
 - For Cooperative**
 - * **Secretary Certificate.**

SPECIAL REQUIREMENTS: If the following is

- **ADVERTISING COMPANY**
 - Building Permit
- **BIRTHING HOUSE / MATERNITY**
 - PhilHealth Accreditation
- **CARGO FORWARDER, FREIGHT FORWARDER, LOGISTICS**
 - Fair Trade Enforcement Bureau (FTEB)
- **COSMETIC PRODUCTS**
 - Food and Drugs Administration (FDA)
- **CUSTOM BROKERAGE**
 - Bureau of Customs License
- **DRUG STORE**
 - FDA License to Operate
 - PRC License of Pharmacist
- **ELECTRONIC & MOTOR REPAIR SHOP**
 - DTI Accreditation
- **EMPLOYMENT AGENCY/MANPOWER/ RECRUITMENT AGENCY**
 - For Local Employment only – DOLE Registration
 - For Overseas Employment – POEA Registration
- **FINANCIAL INSTITUTION (BANKS/PAWNSHOPS/FOREIGN EXCHANGE DEALER/MONEY CHANGER/ REMITTANCE AGENTS)**
 - BSP Certification of Registration or Authority to Operate
- **FRANCHISED BUSINESS**
 - Franchise Agreement
- **GAMING**
 - (LONO) Letter of No Objection
- **GASOLINE STATION**
 - Environmental Compliance Certificate from DENR
 - Certificate of Compliance from Dept. of Energy
- **GENERAL CONTRACTOR**
 - PCAB License
- **GUNS & AMMUNITION**
 - PNP Clearance
- **LARGE SCALE BAKESHOP**
 - FDA License to Operate
- **LEARNING INSTITUTION**
 - Department of Education Registration
- **LESSOR**
 - Occupancy Permit & TCT / Tax Declaration
 - If title owner is deceased
 - Death Certificate
 - Extrajudicial Settlement/Last Will and Restatement/Affidavit of Adjudication
 - If the applicant is not the title owner
 - SPA from the title owner
 - If the applicant is one of the title owner
 - Consent from all other title owner
 - If w/out title but with Tax Declaration
 - Certificate of Award Notice from NHA/UMADO
 - Certificate of bonafide owner from HOA
- **LESSOR (CORPORATION)**
 - If title is single owned (Secretary's Certificate)
- **LPG DEALER/RETAILER**
 - Standard Compliance Cert. (SCC)-Dept. of Energy
- **MANNING & CREWING SERVICES**
 - POEA License
- **MANUFACTURING/DEALER/IMPORTER OF TOYS**
 - License to Operate from Bureau of Health Device & Technology (DOH)
- **MASSAGE PARLOR**
 - TESDA, DOH Certificate
- **MERCHANT/BROKER**
 - Future Commodity Merchant/Broker's License by S.E.C.
- **MESSENGERIAL & COURIER SERVICES**
 - DOTC Permit
- **MINING COMPANY**
 - DENR Clearance
- **PEST CONTROL**
 - Pest Control License from Fertilizer and Pesticides Authority
- **PET SHOP**
 - Bureau of Animal Industry (BAI)
- **REAL ESTATE BROKER**
 - PRC License
- **SECURITY AGENCY**
 - PCSUCLA National License, PNP License to Operate (PNP Cramp Crame)
- **TELECOMMUNICATION SERVICES**
 - NTC Clearance
- **TRANSPORT SERVICE, RENT-A-CAR, TRUCKING SERVICES**
 - LTRFB Franchise
- **VIDEOGRAM RENTAL SERVICES**
 - Videogram Permit from Optical Media Board (OMB)
- **VIDEOKE BARS/ CLUBS**
 - Health Certificate
 - Occupational Permit
- **WAREHOUSE**
 - Main Office Permit
- **WATER STATION**
 - Potability Test
 - Physico-Chemical
 - Permit to Operate from DOH

***The 54-minutes processing time for one client being served at one time. The time is extended when there are two or more clients.**