



REQUIREMENTS FOR APPLICATION OF NEW BUSINESS PERMIT



Accomplished Business Permit Application Form (provided by BPLO)



DTI Permit (Sole Proprietorship) or SEC Registration (Partnership or Corporation) or CDA (Cooperative)



Barangay Clearance (for business)



Clearances - Zoning, Building Official, CENRO, Sanitary & Health Permit, Franchise Agreement & Consent (if applicable)



Contract of Lease (if Lessee)

CLEARANCE



ZONING CLEARANCE

- Proof of ownership (Title, Authorization, Contract of Lease, Contract to Sell, etc.)
- Homeowner's Clearance or Resolution (if the business is located in the subdivision)
- Notarized Affidavit of Parking
- Photocopy of Business Permit Application Form
- Lessor's Business Permit (if renting)



SANITARY & HEALTH PERMIT

- Latest result of Microbiological Examination (for food establishment and water station)
- Latest result of Physical Examination (for food establishment and water station)
- Health Certificate of staff (for food establishment, water station, salon & spa)
 - Chest X-Ray (6 months validity)
 - Urinalysis (1 month validity)
 - Fecalalysis (1 month validity)
 - Drug Test (1 year validity)



BUILDING OFFICIAL CLEARANCE

- Occupancy Permit (if new building) or Building Permit (if extension)
- Picture of establishment (2 copies) - front view, side view (left & right) and interior



CENRO CLEARANCE

- Certificate of Non-Coverage (CNC) from DENR (for junkshops, medical & dental clinic, & water station)
- Certificate from National Water Resources Board (NWRB) if source of water is deep well or contract or receipt from Maynilad or other water services provider (for water station)
- Environmental Compliance Certificate (ECC) from DENR (for industry, hospital, gasoline station, funeral homes, supermarket, manufacturer, factory poultry & piggery)
- Certificate of Disposal from private contractor (for health care facility - disposal of infectious waste)
- Solid Waste Management Seminar (every Wednesday & Friday, 1:00 P.M. at Bulwagan Hall, 2nd floor of Old Municipal Building)