

## Checklist of Requirements in Securing Business Permit

- 1. Brgy. Clearance to Operate (original & Photocopy)
- 2. Business Name Registration
  - DTI -single Proprietorship(Original & Photocopy )
  - SEC - Corporation & Partnership
  - Articles of Incorporation and by laws(Original & Photocopy)
  - CDA- Cooperative
  - Articles of Incorporation and by laws(Original & Photocopy)
  - Certificate of Accreditation from SP
- 3. Sanitary Permit
- 4. Certificate of Annual Inspection
  - Occupancy Permit- if applicable
- 5. Zoning Clearance
- 6. Environmental Compliance Certificate (ECC/CNC DENR/ CityEnro) if applicable
- 7. Fire Safety Inspection Clearance(FSIC)
- 8. If the Client is lessee/sharing office
  - Photocopy of Lessor's Permit
  - Contract of Lease, notarized

### ADDITIONAL REQUIREMENTS FOR:

#### \*Pawnshops, Foreign Exchange Dealers (FxDs), Money Changers (MCs), Remittance Agents (RAs), Financial Institutions

- Submission of application for registration with the Bangko Sentral ng Pilipinas (BSP) for new business
- BSP Copy of Certificate of Registration (COR) or Authority to Operate (AO)- for Renewal/Existing

#### \*Animal Facilities such as Veterinary Clinic, pet shops, poultry farm, goat farm, hog farm, slaughterhouse, stockyards, aviary, corral, etc.

##### \*For Meatshop( New and Renewal)

- Certification of Compliance from the City Veterinarian Office
- Registration Certificate from the Office of the Director, DA-Bureau of Animal Industry (DA-BAI) if applicable

#### \*Gasoline Station Business

- Barangay Resolution where the business is located
- Sangguniang Panlungsod Resolution approving the issuance of Special Use Permit.

**FOR RENEWAL OF BUSINESS KINDLY ATTACHED LATEST BIR FORM 1701Q OR 2551Q ( 3 QUARTERS), GROSS SALES OF PREVIOUS YEAR JAN.-DEC. SIGNED BY THE OWNER/BOOKKEEPER/ACCOUNTANT AND COPY OF PREVIOUS ASSESSMENT.**

NOTE:

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Checked by

## Checklist of Requirements in Securing Occupational Permit - Walk -In Applicant

- 1. Residence Certificate
- 2. Brgy. Clearance
- 3. Police or NBI Clearance
- 4. Drug Test
- 5. Endorsement form the Mayor
- 6. (If not a resident of Tanauan and for walk-in applicant)

### For Business Establishments

- 1. Health Card

Verified by:

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Signature over Printed Name

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## ASSESSMENT FOR REGULATORY FEES

- 1. City Environment and Natural Resources(CityENRO) Environmental Clearance P \_\_\_\_\_

Assessed by: \_\_\_\_\_

PRINTED NAME/SIGNATURE

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