



BUSINESS PERMITS & LICENSING OFFICE
CHECKLIST FOR NEW BUSINESS



2 PHOTOCOPIES EACH

BUSINESS REGISTRATION

SINGLE PROPRIETORSHIP - BNRS (DTI REGISTRATION)

CORPORATION/PARTNERSHIP - SEC REGISTRATION WITH ARTICLES OF INCORPORATION

COOPERATIVE - CDA REGISTRATION WITH ARTICLES OF INCORPORATION

LEGAL OWNERSHIP/POSSESSION OF BUSINESS ADDRESS

IF OWNED - PHOTOCOPY OF TCT/CTC/TAX DECLARATION

IF RENTED - PHOTOCOPY OF CONTRACT OF LEASE & LESSORS PERMIT

IF FREE OF USE - PHOTOCOPY OF USUFRUCT CONTRACT/ CONSENT TO USE (INDICATING RELATIONSHIP BETWEEN THE PARTIES) WITH ATTACHED ID OF SIGNATORY WITH THREE(3) ORIGINAL SIGNATURE & PHOTOCOPY OF OFFICIAL RECEIPT OF REAL PROPERTY TAX (CURRENT YEAR),TCT/OCT

CERTIFICATE OF OCCUPANCY (IF APPLICABLE)

COLORED PICTURE OF ESTABLISHMENT (OUTSIDE VIEW WITH PERMANENT SIGNAGE (IF APPLICABLE) AND INSIDE VIEW)

VICINITY MAP (SKETCH FROM MAIN ROAD / NEAREST LANDMARK TO ESTABLISHMENT)

PROOF OF TOTAL CAPITALIZATION

APPLICABLE SPECIAL REQUIREMENT/S

**And any other document this office deems necessary to support the applicant's application.*

PLEASE SEE CITIZEN'S CHARTER

IF APPLYING THROUGH REPRESENTATIVE:

FOR SINGLE PROPRIETORSHIP - (1) TYPEWRITTEN/MIMEOGRAPHED/PRINTED AUTHORIZATION LETTER FOR PROCESSING. IF REPRESENTATIVE SHALL EXECUTE AND/OR SIGN FORMS AND OTHER DOCUMENTS IN BEHALF OF THE PRINCIPAL, A SPECIAL POWER OF ATTORNEY SHALL BE REQUIRED. (2) ORIGINAL ID FROM THE PRINCIPAL AND REPRESENTATIVE WITH THREE ORIGINAL SIGNATURE

FOR CORPORATION - SECRETARY'S CERTIFICATE AUTHORIZING REPRESENTATIVE TO ACT IN BEHALF OF THE CORPORATION AND ORIGINAL ID FROM THE CORPORATE SECRETARY AND REPRESENTATIVE

ONLY APPLICATIONS WITH COMPLETE REQUIREMENTS SHALL BE RECEIVED AND PROCESSED BY THE BPLO