

PRE-REGISTRATION STAGE

Before applying for a Business Permit, please comply with the following:

1. Building/Construction Permits
2. DENR Environmental Clearance or Certificate of Non-Coverage (If Applicable)
3. Sanitary Permit (If Applicable)
4. Fire Safety Inspection Certificate
5. and other Applicable Requirements of National and Local Government Agencies

STEPS IN APPLYING FOR BUSINESS PERMITS

Step 1

File Application for New or Renewal of Business Permit with complete requirements at the BPLO.

NEW BUSINESS REGISTRATION

1. Proof of business registration, incorporation, or legal personality (i.e. DTI / SEC/Cooperative Development Authority (CDA) registration);
2. Basis for computing taxes, fees, and charges (e.g. business capitalization);
3. Occupancy Permit, if required by national laws (e.g. Building Code) and local laws;
4. Contract of Lease (if Lessee); and
5. Barangay Business Clearance

RENEWAL APPLICATION

1. Basis for computing taxes, fees and charges (e.g. Income Tax Returns); and
2. Barangay Business Clearance



Step 2

Assessment of Taxes, Fees and Charges



Step 3

Payment of Taxes, Fees and Charges at the Treasurer's Office and claiming of Business Permit at the BPLO.