

SKETCH OF BUSINESS LOCATION**II. LGU SECTION (Do not fill up this section.)**

VERIFICATION OF DOCUMENTS

DESCRIPTION	OFFICE/ AGENCY	YES	NO	NOT NEEDED
OCCUPANCY PERMIT (For New Business)	Office of the City Building Official			
BARANGAY CLEARANCE (For Renewal)	Barangay			
SANITARY PERMIT/ HEALTH CERTIFICATE	City Health Office – EHS Division			
CITY ENVIRONMENTAL CERTIFICATE	CENRO			
MARKET CLEARANCE (For Stall Owners)	Office of the Market Administrator			
VALID FIRE SAFETY INSPECTION CERTIFICATE	Bureau of Fire Protection			
CERTIFICATE OF ZONING COMPLIANCE	CPDO – Zoning Administration Division			
COMMUNITY TAX CERTIFICATE	City Treasurer’s Office			
ANNUAL BUILDING INSPECTION CERTIFICATE	Office of the City Building Official			
OTHERS				

VERIFICATION

EVANGELINE A. MALONZO
OFFICER-IN-CHARGE, BPLD

BASIC REQUIREMENTS:**For New:**

- Proof of Business Registration, Incorporation, or Legal Personality (DTI/ SEC/ CDA)
- Basis for Computing Taxes, Fees, and Charges (Business Capitalization)
- Occupancy Permit for Newly Constructed Buildings
- Barangay Clearance (if not required Occupancy Permit)
- Contract of Lease (if Lessee)

For Renewal:

- Basis for Computing Taxes, Fees, and Charges (Financial Statements/ Income Tax Return)
- Barangay Clearance

CONSTITUENT’S FEEDBACK SURVEY

Rating Scale	Strongly Agree	Agree	Disagree	Strongly Disagree
Staff is professional and knowledgeable of the process	4	3	2	1
Steps in securing Business Permit were clear and easy to follow	4	3	2	1

Comments/ Suggestions to improve the Business Permit Issuance Process:
