



# 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  
IF FREE OF USE - PHOTOCOPY OF USUFRUCT CONTRACT/ CONSENT TO USE (INDICATING RELATIONSHIP BETWEEN THE PARTIES) WITH ATTACHED ID OF SIGNATORY & PHOTOCOPY OF OFFICIAL RECEIPT OF REAL PROPERTY TAX (CURRENT YEAR), TCT/OCT
- ☐ CERTIFICATE OF OCCUPANCY (IF APPLICABLE)
- ☐ PICTURE OF ESTABLISHMENT (OUTSIDE VIEW WITH SIGNAGE AND INSIDE VIEW)
- ☐ VICINITY MAP (SKETCH FROM MAIN ROAD / NEAREST LANDMARK TO ESTABLISHMENT)
- ☐ PROOF OF TOTAL CAPITALIZATION

OTHER REQUIREMENTS- PLEASE SEE CITIZEN'S CHARTER

*If applying through representative:*

**For Single Proprietorship** - submit typewritten/mimeographed/printed authorization letter with **ORIGINAL ID** from the principal and the representative.

**For Corporation** - submit Secretary's Certificate authorizing representative to act in behalf of the corporation.

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