



CITY OF PARANAQUE  
Business Permits and Licensing Office  
**SPECIAL REQUIREMENTS**

**ACCOUNTING FIRMS**

- > PRC License
- > Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

**ADVERTISING COMPANY**

- > Building Permit

**BIRTHING HOUSE/MATERNITY**

- > Philhealth Accreditation
- > PRC License

**CARGO FORWARDER, FREIGHT FORWARDER**

- > Fair Trade Enforcement Bureau (FTEB) Accreditation/Permit

**COCKPIT/COCKFIGHT OPERATORS**

- > Sangguniang Panlungsod Franchise/License

**COMPANY SERVICE PROVIDERS**

- > Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

**CONTRACTOR**

- > Philippine Contractors Accreditation Board (PCAB) / Contractors License – Regular

**CUSTOM BROKERAGE**

- > PRC License
- > BOC Certificate of Registration/Accreditation

**DENTAL CLINIC**

- > PRC License
- > Paranaque Dental Chapter (If Applicable) Certificate of Membership/Proof of Payment of Membership Dues

**DRUG STORE**

- > FDA License to Operate
- > PRC License of Pharmacist

**ELECTRONIC & MOTOR REPAIR SHOP**

- > DTI Accreditation

**EMPLOYMENT AGENCY/MANPOWER/RECRUITMENT AGENCY/CREWING SERVICES**

- > **For Local Employment only** – DOLE Registration
- > **For Overseas Employment** – DMW Registration

**FERTILIZER DEALER**

- > Fertilizer and Pesticide Authority (FPA)/ Certificate of Registration / License to Operate

**FINANCIAL INSTITUTION (BANKS/PAWNSHOP/FOR EIGN EXCHANGE DEALER/MONEY CHANGER/REMITTANCE AGENTS/LOAN ASSOCIATION)**

- > BSP Certification of Registration or Authority to Operate
- > Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

**FOOD ESTABLISHMENT**

- > Proof of Pest Control
- > CCTV

**IF FOOD DELIVERY (OFFICE ONLY):**

- > Commissary Business Permit

**FRANCHISED BUSINESS**

- > IPO Certificate of Registration; or
- > Authority to use IPO Registered Tradename with Photocopy of valid ID of signatories with three (3) specimen signatures/ Secretary's Certificate of signatories, if applicable; or
- > Franchise Agreement with Photocopy of valid ID of Franchisor and Franchisee with three (3) specimen signatures

**DEALER/DISTRIBUTOR:**

- > Dealership/ Distributorship Agreement with Valid ID of signatories with three (3) specimen signatures.

**GAMING**

- > Letter of No Objection (LONO)
- > Philippine Amusement and Gaming Corporation (PAGCOR) Notice to Commence/License/Certificate of Accreditation
- > Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

**GASOLINE STATION**

- > Environment Compliance Certificate from DENR
- > Certificate of Compliance from the Department of Energy

**GUNS & AMMUNITION**

- > PNP License

**INSURANCE COMPANIES**

- > Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

**JEWELRY DEALERS**

- > Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

**LARGE SCALE BAKESHOP**

- > Food and Drugs Administration (FDA) License to Operate

**LAW FIRM**

- > IBP ID
- > Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

**LEARNING INSTITUTION****Elementary and Highschool:**

- > Department of Education (DepEd) Registration

**College:**

- > Commission on Higher Education (CHED) Registration

**TESDA Programs:**

- > Technical Education and Skills Development Authority (TESDA) Accreditation

**LESSOR**

- > Certificate of Occupancy
- > Transfer Certificate of Title
- > Affidavit of Sworn Declaration of all real properties for lease with tenants listed therein, their corresponding monthly rental, and area(sqm)

**If the owner is deceased:**

- > Death Certificate
- > Extra-judicial Settlement/ Last Will and Testament/ Affidavit of Self-Adjudication; or
- > Certificate Authorizing Registration (CAR) from BIR

**If the applicant is NOT the owner:**

- > SPA from the title owner

**If the applicant is one of the title owner (co-owner):**

- > Consent of other title owner/s

**If without title but with Tax Declaration:**

- > Certificate of Award Notice from NHA/UMADO
- > Certificate of bonafide owner from HOA

**If the applicant is operating as a Corporation and title is owned by a single person:**

- > SPA from title owner; or
- > Notarized Usufructuary Agreement

**LPG DEALER/RETAILER**

- > Standard Compliance Certificate (SCC) from Department of Energy

**MANUFACTURING/DEALER/IMPORTER OF TOYS**

- > License to Operate from Bureau of Health & Technology (DOH)

**MESSAGE PARLOR**

- > TESDA National Certificate (NC II) and/or
- > DOH Certificate

**MEDICAL CLINIC**

- > Department of Health (DOH) License to Operate
- > PRC License of Physician

**MERCHANT/BROKER**

- > Future Commodity Merchant/Broker's License

**MESSANGERIAL/COURIER SERVICE**

- > Department of Information and Communication Technology Accreditation/ Certificate/ Permit

**MINING COMPANY**

- > DENR Clearance

**PEST CONTROL**

- > Pest Control License from Fertilizer and Pesticide Authority

**PET SHOP/GROOMING/VETERINARY HOSPITAL/CLINIC**

- > Bureau of Animal Industry (BAI) Accreditation/License

**REAL ESTATE BROKER**

- > PRC License
- > Certificate of bonafide owner from HOA
- > Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

**REAL ESTATE DEVELOPER**

- > Building Permit
- > HLURB Permit
- > Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)
- > Certificate of Occupancy
- > Inventory of Units with Sale Price

**REPAIR SERVICES**

- > DTI Accreditation/Certificate

**SECURITIES DEALERS**

- > Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

**SECURITY AGENCY**

- > PCSUCLA National License
- > PNP License to Operate (PNP Camp Crame)

**IF FOR POSTING IN PARANAQUE CITY:**

- > Main Office Business Permit

**SHIPPING BROKER**

- > DTI Broker's Certificate

**TELECOMMUNICATION SERVICES**

- > NTC Clearance

**TOURISM ESTABLISHMENT**

- > Department of Tourism (DOT) Accreditation

**TRANSPORT SERVICE/ RENT-A-CAR/ TRUCKING/ HAULING/ LOGISTICS**

- > LTFRB Franchise

**IF OFFICE ONLY:**

- > Location and/or Permit of Parking

**VIDEOGRAM RENTAL SERVICES**

- > Optical Media Board (OMB) Videogram Permit

**VAPE SHOP MANUFACTURING**

- > Philippine Standard Safety and Quality Certification from DTI

**VAPE SHOP IMPORTER**

- > ICC Certificate

**VIDEOKE BAR/CLUB**

- > Health Certificate of employees
- > Occupational Permit of employees

**WAREHOUSE**

- > Main Office Permit

**WATER STATION**

- > Potability Test
- > Physicochemical Analysis
- > DOH Permit to Operate