

REQUIREMENTS

NEW BUSINESS REGISTRATION

1. Zoning Clearance
2. Barangay Clearance
3. Photos of Business Establishment
(3R Showing the signboard & sidewalk)

AMENDMENTS

1. Zoning Clearance (Change of Address / Location)
2. Barangay Clearance (Change of Address / Location)
3. DTI Registration (Change of Business Trade Name)
4. SEC Registration (Change of Business Status, Capitalization)

RENEWAL OF BUSINESS PERMIT

1. Barangay Clearance

OCCUPATIONAL PERMIT

1. Application Form

RETIREMENT OF BUSINESS PERMIT

1. Business Plate
2. Notarized Application of Business Retirement
3. Secretary Certificate (Corp. Only)

CERTIFIED TRUE COPY & CERTIFICATION

1. Request letter / form