

NAME OF APPLICANT / BUSINESS NAME: _____

PLEASE DO NOT FILLUP. THIS WILL BE FILLED UP BY THE RESPECTIVE DEPARTMENTS AND AGENCIES

Description	Office/Agency	Date Issued	Verified by
City Treasurer Clearance	City Treasurer's Office		
ENRO (Clearance)	Environment & National Resources Office		
Barangay Clearance – (Business Location)	Barangay Captain Office		
Market Clearance – (for Stall Holders Only)	City Economic Enterprise Office		
Location Clearance	City Planning & Development Office		
Sanitary/Health Permit	City Health Office		
Certificate of Occupancy (new)	City Engineer's Office/		
Certificate Annual Safety Inspection (renewal)	Office of the Building Official		
Pest Control Clearance	City Veterinarian's Office		
Fire Safety Inspection Office	City Fire Department		
Police Endorsement (for Billiard & Mahjong only)	PNP		
Others, please specify:			
Business Name Certificate of Registration	DTI		
SSS Clearance	SSS		
PhilHealth Clearance	PhilHealth		
BIR Clearance/Registration	BIR		
Pag-ibig Clearance	Pag-ibig Fund		
Certificate of Accreditation – as maybe applicable (for Internet Café, Peso net & Computer Related Business)	Optical Media Board (OMB)		
City Tourism Clearance – as maybe applicable (for Travel & Tours, Hotels, Apartments Foreign Exchange, Resort, Pension House, Amusement Park and etc.)	City Tourism Office		

Application verified/reviewed by:

(Business Permit Section)

Approved by:

FELIPE ANTONIO B. REMOLLO
City Mayor