

1. Issuance of Business Permit and Licenses

All business enterprises are required to pay due taxes before the start of the operations. Payment depends on the gross sales and capitalization; and may be paid annually, semi-annually or quarterly as scheduled. Deadline of payment for annual business permit is on January 20 while payment on quarterly basis is due on the first 20 days of each quarter.

Office/Division:	Business Permit and Licensing Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All business owners in the Municipality of Tanza	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
FOR NEW BUSINESS		
Application Form (1 Original)	Bus. Permit and Licensing Office, One Stop Shop	
DTI Registration (for Single Proprietorship)/SEC (for Corporation) /CDA Registration (1 Original)	DTI / SEC / CDA	
<p>1. Proof of right of applicant to use location as business address, which may include any of the following:</p> <p>2.1 if owned, proof of ownership – Transfer Certificate of Title, Tax Declaration or Occupancy Permit</p> <p>2.2 if not owned by the applicant, Contract of Lease, Memorandum of Agreement, Mayor’s Permit for Business of Lessor or written consent of property</p>	Business Owners	
Location plan or sketch of location, clearly showing where business premises is located	Business Owner	
Fire Safety Inspection Certificate for Occupancy, valid in the last 9 months (requirement of BFP)	BFP	
For applicants with valid FSIC for occupancy, Affidavit of Undertaking that there had been no substantial changes made on the building/establishment given the FSIC (requirement of BFP)	BFP	
OTHERS: Please Submit <u>within 30 days</u> from issuance of Business		

PROOF OF CAPITAL / ASSETS (Business Capitalization) (ORIGINAL)	BUSINESS OWNER
Sanitary Permit	RURAL HEALTH UNIT
CEDULA	TREASURER'S OFFICE
LOCATIONAL CLEARANCE	Prepared by Business Owner
PICTURE OF ESTABLISHMENT	BUSINESS OWNER
CERTIFICATE OF NO OBJECTION	OFFICE OF THE PUNONG BARANGAY
AFFIDAVIT AND/OR UNDERTAKING	BUSINESS OWNERS AND/OR LESSEE
CERTIFICATE OF NO OBJECTION AND/OR DEVELOPER'S CLEARANCE	HOMEOWNERS ASSOCIATION AND/OR DEVELOPER
AUTHORIZATION LETTER WITH IDs	BUSINESS OWNERS
OTHER REQUIREMENTS: LIST OF PERMITS/CLEARANCE FROM NATIONAL GOVERNMENT AGENCIES FOR SELECTED SECTORS	
LINE OF BUSINESS/SECTOR	PERMIT/CLEARANCES NEEDED (ISSUING NATIONAL GOVERNMENT AGENCY)
All establishments	Fire Safety Inspection Certificate - (Local Bureau of Fire Protection (BPF))
Animal Facilities	Certificate of Registration - (Bureau of Animal Industry)
Brokers/Merchants involved in the sale of commodities for future transaction	Future Commodity Merchant/Brokers License
Cell Sites	Refer to ARTA JMC 01-2020
Customs Brokerage Business	License - (Customs Brokers Commission)
Dealers of Rice and Corn and Wheat	License (depending on the type of activity) - (National Food Authority)
Drugstore	License to Operate - (Food and Drug Administration)
Forwarders	Accreditation for Sea Freight Forwarders (Philippine Shippers Bureau)
Funeral Homes/Parlors	Training Certificate and license of Undertaker and Embalmer - (Department of Health)
General/Specialty and Engineering	Contractor's License - (Philippine Contractors Accreditation Board)
Household/Urban Pesticides	- License to Operate -Certificate of Registration (Food and Drug Administration)
Lending Institutions	Certificate of Authority to Operate - (Banko Sentral ng Pilipinas)

LPG Dealer	Application to Supply Natural Gas - (Department of Energy)
Manning and Crewing Services	License to Operate - (Food and Drug Administration (FDA))
Manpower Agencies w/ paid up capital of at least Ph5,000,000	License to Operate a Private Recruitment and Placement Agency -(DOLE Regional Office)
Medical Devices	License to Operate - (Food and Drug Administration (FDA))
Messengerial and Courier Services	(Department of Transportation and Communication)
Mining, Scrap, Junk shop, Carwash, Fast food Chain/Restaurants, Manufacturer, Gas Station, Water Station, Hospital, Lying-in Clinic	Permit depend on the activity -(Department of Environment and Natural Resources / Municipal Environment and Natural Resources Office)
Pest Control Services	Pest Control License - (Fertilizer and Pesticide Authority)
Processed Foods	- License to Operate -Certification of Product Registration (Food and Drug Administration) (FDA)
Pre- School, Elementary and High School	Permit to Operate - (Department of Education (DepEd) Division Office and Regional Office)
Real Estate Broker	License - (Department of Trade and Industry OR Professional Regulatory Board)
Rent-a-Car and Transportation Services	Franchise/Certificate of Public Conveyance - (Land Transportation Franchising and Regulatory Board)
Security Agencies	National License - PCSUCIA
Spa/Massage Clinic	Certificate of Training of Therapist or Masseur/Masseuse / License of Therapist or masseur/masseuse (Tesda) (Department of Health)
STL (Small Town Lottery)	Permit to Operate - (Philippine Charity and Sweepstakes Office)
Structures within 10KM radius of Communication Navigation Surveillance Facilities located off airport	Height Clearance Permit - (Civil Aviation Authority of the Philippines)

Telecommunications Firms	License to Operate - (National Telecommunication Commission)
Toys and Childcare Articles	<ul style="list-style-type: none"> - License to Operate - Certification of Product Registration (Food and Drug Administration (FDA))
Veterinary Products	<ul style="list-style-type: none"> - License to Operate - Certification of Product Registration (Food and Drug Administration (FDA))
Video Rental Services	Registration for Optical Media Business - (Optical Media Board)