



## 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.

<b>Office/Division:</b>	Business Permit and Licensing Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All business owners in the Municipality of Tanza	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>For New Business</b>		
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	
Proof of right of applicant to use location as business address, which may include any of the following: if owned, proof of ownership – Transfer Certificate of Title, Tax Declaration and/or Occupancy Permit  if not owned by the applicant, Contract of Lease, Memorandum of Agreement, Mayor's Permit for Business of Lessor and/or written consent of property owner	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	
<b>OTHERS:</b>		
PROOF OF CAPITAL / ASSETS (BUSINESS CAPITALZATION) (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	



TANZA PUBLIC MARKET CLEARANCE	TPM VENDOR
CLOSED-CIRCUIT TELEVISION (CCTV)	BUSINESS OWNERS
HAULER/GARBAGE COLLECTOR	BUSINESS OWNERS
AFFIDAVIT OF UNDERTAKING	BUSINESS OWNERS AND/OR LESSEE
CERTIFICATE OF NO OBJECTION AND/OR DEVELOPER'S CLEARANCE	HOMEOWNERS ASSOCIATION AND/OR DEVELOPER
SPA/AUTHORIZATION LETTER WITH IDs	BUSINESS OWNERS
<b>OTHER REQUIREMENTS: LIST OF PERMITS/CLEARANCE FROM NATIONAL GOVERNMENT AGENCIES FOR SELECTED SECTORS</b>	
<b>LINE OF BUSINESS/SECTOR</b>	<b>PERMIT/CLEARANCES NEEDED ( ISSUING NATIONAL GOVERNMENT AGENCY)</b>
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	<ul style="list-style-type: none"> <li>• License to Operate</li> <li>• Certificate of Registration ( Food and Drug Administration)</li> </ul>
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 and/or Municipal Environment and Natural Resources Office)
Pest Control Services	Pest Control License - (Fertilizer and Pesticide Authority)



Processed Foods	<ul style="list-style-type: none"> <li>• License to Operate</li> <li>• Certification of Product Registration (Food and Drug Administration) (FDA)</li> </ul>
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 <ul style="list-style-type: none"> <li>• (Tesda)</li> <li>• (Department of Health)</li> </ul>
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"> <li>• License to Operate</li> <li>• Certification of Product Registration Food and Drug Administration (FDA)</li> </ul>
Veterinary Products	<ul style="list-style-type: none"> <li>• License to Operate</li> <li>• Certification of Product Registration Food and Drug Administration (FDA)</li> </ul>
Video Rental Services	Registration for Optical Media Business - (Optical Media Board)
<b>For Renewal of Permit</b>	
Application Form (1 Original)	Bus. Permit and Licensing Office, One Stop Shop
1. Proof of annual gross receipts which may include: <ul style="list-style-type: none"> <li>1.1 Audited financial statements ('AFS") or unaudited AFS for those who are not required to file AFS with the BIR</li> <li>1.2 Sworn declaration of gross sales or receipts</li> <li>1.3 Income tax returns</li> </ul>	BIR
<b>OTHERS:</b>	
Fire Inspection Certificate (1 Original)	Bureau of Fire Prevention
Sanitary Permit (1 Original)	Municipal Health Office – 2 <sup>nd</sup> Floor
Sketch of Location of Business(original)	Business Owner



MAYOR'S PERMIT FOR BUSINESS OF LESSOR	Business Owner
CONTRACT OF LEASE	Business Owner
TANZA PUBLIC MARKET CLEARANCE	TPM VENDORS
<b><i>For Specific Nature of Business (Please bring the Original Copy)</i></b>	
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CLIENT STEPS (WALK IN )	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished application form together with all the required documents at the Business Permits and Licensing Office for the assessment of payment and/or certification of fees.	1.1 Verify and check the application form and required documents then assess the amount to be paid and issue tax order of payment.	Annual Gross Sales (existing enterprises) / Capitalization (New Enterprise)	20 Minutes	Business One Stop Shop (Windows 1 & 2)  <i>BPLO Staff</i>
2. Payment.	2.1 Get the tax order of payment and prepare the Official Receipt then get cash for payment	N/A	15 Minutes	Business One Stop Shop (Window 5) <i>Treasurer's Office Staff</i>



<p>3. Proceed to Business Permits and Licensing Office and present the official receipts (O.R.) for recording of payment made, approving of business license, releasing and issuance of business permits &amp; business plate (if new) or business sticker (for renewal).</p>	<p>3.1 Get the official receipt for recording if payment is made, approving of business license, releasing and issuance of Mayor's Permit for Business &amp; plate (if new) or business sticker (for renewal).</p>	<p>N/A</p>	<p>30 Minutes</p>	<p>Business One Stop Shop (Window 8)  <i>BPLO Staff</i></p>
<p><b>TOTAL:</b></p>		<p><b>As per Gross Sale or Capital</b></p>	<p><b>1 Hour &amp; 5 Minutes</b></p>	