

FOR RENEWAL OF PERMIT

Application Form (1 Original)	Bus. Permit and Licensing Office, One Stop Shop
<p>1. Proof of annual gross receipts which may include:</p> <p>1.1 Audited financial statements ('AFS') or unaudited AFS for those who are not required to file AFS with the BIR</p> <p>1.2 Sworn declaration of gross sales or receipts</p> <p>Income tax returns</p>	BIR
OTHERS: Please Submit <u>within 30 days</u> from issuance of Business	
Fire Inspection Certificate (1 Original)	Bureau of Fire Prevention
Sanitary Permit (1 Original)	Municipal Health Office – 2 nd Floor
Sketch of Location of Business(original)	Business Owner
MAYOR'S PERMIT FOR BUSINESS OF LESSOR	Business Owner
CONTRACT OF LEASE	Business Owner
<i>For Specific Nature of Business (Please bring the Original Copy)</i>	
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	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 ang 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		
CLIENT STEPS (WALK IN)	AGENCY ACTION	FEES TO BE PAID	PROCES-SING 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.	BPLO	Annual Gross Sales (existing enterprises) / Capitaliza-tion (New Enterprise)	20 Minutes	Business One Stop Shop (Windows 1 & 2) <i>BPLO Staff</i>

2. Payment.	Treasurer's Office / BFP	N/A	15 Minutes	Business One Stop Shop (Window 5) <i>Treasurer's Office Staff</i>
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 & business plate (if new) or business sticker (for renewal).	BPLO	N/A	30 Minutes	Business One Stop Shop (Window 8) <i>BPLO Staff</i>
TOTAL:		As per Gross Sale or Capital	1 Hour & 5 Minutes	

CLIENT STEPS (ONLINE)	AGENCY ACTION	FEES TO BE PAID	PROCES-SING TIME	PERSON RESPONSIBLE
Go to https://prod10.ebpls.com/tanzacavite/index.php/login and fill-out the online application form and upload all the necessary documents for the assessment of payment and/or certification of fees.	BPLO	Annual Gross Sales (existing enterprises) / Capitalization (New Enterprises)	20 Minutes	Business One Stop Shop (Windows 1 & 2) <i>BPLO Staff</i>
		N/A	15 Minutes	Business One Stop Shop

1. Payment.	Treasurer's Office / BFP			(Window 5) <i>Treasurer's Office Staff</i>
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 & business plate (if new) or business sticker (for renewal).	BPLO	N/A	30 Minutes	Business One Stop Shop (Window 8) <i>BPLO Staff</i>
TOTAL:		As per Gross Sale or Capital	1 Hour & 5 Minutes	

(Issuance of Business Permit and Licenses) is covered under Revised Revenue Code of the Municipality of Tanza.