

New and Renewal of Business Permit

Step	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON/S RESPONSIBLE	FEES & CHARGES	FORMS
1	Submit fully accomplished application form and requirements	<p>Receive and check filled out application and requirements submitted and evaluate declared capital investment. Advice to secure required clearances/certificates from other offices</p> <p>Record and encode application form</p> <p>Assess payment and issue Statement of Accounts (SOA)</p>	10 mins	<p>Licensing Officer II BPLD – Head</p> <p>License Inspector II/ Administrative Aide III</p> <p>Revenue Collection Clerk III /Local Treasury Operations Officer I</p>	<p>None</p> <p>None</p> <p>As per Municipal Ordinance #3 Series of 1991; Municipal Ordinance #92-004, #96-15 City Ordinance #99-013, #003-05</p>	Unified application form for new business/ computer generated form for renewal
2	Pay required fee at City Treasurer’s Office (CTO)	Receive payment and issue official receipt (OR)	5 mins	Revenue Collection Clerk III (Window 7)	As per Municipal Ordinance #3 Series of 1991; Municipal Ordinance #92-004, #96-15 City Ordinance #99-013, #003-05	None
3	Submit required	Review required clearances/	6 mins	Licensing Officer II	None	None

	clearances/certificates and present OR as proof of payment	certificates submitted and prepare permit for approval		BPLD-Head Administrative Aide III		
4	Claim permit	Issue permit	1 min	Administrative Aide III	None	None
END OF TRANSACTION 22 MINS.						

ABOUT THE SERVICE:

All New Businesses are required to secure Business Permit/ License to Operate before the start of any commercial operations. Businesses taxes for new enterprises are paid based on the declared capitalization.

Payments made for the succeeding quarter are based on the quarterly gross receipts on operations. Taxes are due on the 20th day of the first month of each quarter. The process is under two offices, the Business Permit and Licensing Division (BPLD) and the Local Treasury Operations and Revenue Collection Divisions of the City Treasury Office located at Business One Stop Shop (BOSS).

WHO CAN AVAIL OF THE SERVICE?

All new business owners who intend to put up investment in Tarlac City.

WHEN SECURING FOR A NEW BUSINESS PERMIT, AN APPLICANT MUST FIRST

- Provide locational sketch and get Location/Zoning/Land Use Clearance from the City Planning and Development Office.
- Secure Business Inspection Clearance on Building/Occupancy from the City Engineering Office.
- Proceed to the Office of the Bureau of Fire Protection to schedule the inspection of the business establishment – After which to pay the Fire Code and secure Fire Safety Inspection Certificate.
- Visit the City Health Office to ensure health safety and check procedures for the issuance of Sanitary Permit.

BASIC DOCUMENTARY REQUIREMENTS UPON FILING FOR NEW BUSINESS PERMIT

1. Barangay Clearance for business
2. On the type of Business Organization
 - For Single Proprietorship – DTI Certificate of Registration
 - For Corporation – SEC Registration with Articles of Incorporation & By-Laws; Secretary’s Certification resolving the opening of a Branch, Authorizing representative to transact with the City Government and the Declaration of Capital Investment.
 - For Partnership – SEC Registration with Articles of Co-Partnership & By-Laws; Certification when branching out and the Declaration of Capital Investment.
 - For Cooperative – Certificate of Registration from the Cooperative Development Authority.
 - For Non-Stock/Non-Profit Association and Foundation – Sec Registration with ByLaws, and Certificate of Tax Exemption from the Bureau of Local Government Finance – Department of Finance.
3. On the Place of Business
 - Building/Occupancy Certificate, if owned
 - Lease of Contract, if rented
 - Notice of Award/Award Sheet, if inside a Mall
 - Homeowner’s/Neighborhood Certification of No Objection, if inside a subdivision

or housing facility

4. Compliance to the mandatory document(s) applicable for specific business activity being applied for.
5. Community Tax Certificate

TO SUBMIT OTHER MANDATORY REQUIREMENTS BEFORE THE ISSUANCE OF BUSINESS PLATE AND MAYOR'S BUSINESS CERTIFICATE

1. Fire Safety Inspection Certificate and Official Receipt
2. Sanitary Permit / Health Certificate
3. Certificate of membership from SSS
4. Philhealth Certificate of membership
5. Pag-ibig Certificate of membership
6. 2 pcs. latest 2x2 picture or corporate logo

*** MANDATORY DOCUMENT(S) APPLICABLE FOR SPECIFIC BUSINESS ACTIVITY BEING APPLIED FOR:**

1. LESSOR – Tax Declaration / Occupancy Permit
2. SCHOOL(S) – Deped/Ched Certification/Accreditation
3. SKILLS/LEARNING CENTER(S)/MANPOWER TRAINING CENTER(S) – TESDA Certification/Accreditation
4. PHARMACY – BFAD/FDA Certification/Accreditation; PRC license of the Pharmacist
5. PERYA/CARNIVAL – Barangay Resolution / Authority from the SP
6. RESTAURANT(S), BEERHOUSE, CARINDERIA, BEAUTY PARLOR, BARBER SHOP, MASSAGE CLINIC, GRILLS AND RESTO BAR, NIGHT CLUB AND OTHER RELATED BUSINESSES – Their workers must pay occupational tax
7. INTERNET SERVICE PROVIDER, WATER AND ELECTRIC COMPANY, CABLE NETWORKS, RADIO STATION, LOTTERY, ON-LINE BETTING STATIONS, WASTE TO ENERGY, SOLAR PANEL, WASTE TO ORGANIC – Congressional Franchise / Authority to operate from SP
8. E-BINGO – PAGCOR Certification and Authority from the SP
9. LOCAL RECRUITMENT/PLACEMENT/MANPOWER EMPLOYMENT AGENCY – DOLE

	<p>permit to operate / Certificate of Registration</p> <ol style="list-style-type: none"> 10. SECURITY AND WATCHMAN AGENCY – License to operate from PNP-Crame; Workers must be paid with occupational tax 11. FOREIGN PLACEMENT AGENCY, PROMOTION AGENCY FOR OVERSEAS FILIPINO WORKERS – POEA Accreditation 12. BUSINESS WITH DELIVERY VANS/TRUCKS – Payment for delivery van/truck permit 13. CAR REPAIR SERVICES – DTI accreditation 14. DENTAL LABORATORIES – License to operate from DOH-Region 15. SELLING CELLPHONE AND RADIO COMMUNICATION UNITS – National Telecommunications Commission (NTC) Clearance 16. CONSTRUCTION BUSINESS – Philippine Contractors Accreditation Board (PCAB) License 17. BANKS, PAWNSHOPS, MONEY TRANSFER, MONEY REMITTANCE & MONEY CHANGER – Certification of Registration or Authority to Operate from Bangko Sentral ng Pilipinas or Central Bank of the Philippines; and provision of CCTV camera 18. LENDING INVESTORS, FINANCING INSTITUTIONS – SEC Registration with Certificate of Authority; Provision of CCTV camera 19. INSURANCE AGENCY – Certificate of Authority from the Insurance Commission 20. JUNK SHOPS – Police Clearance; Barangay Resolution of No Objection; and Environmental Compliance Certificate (ECC) from DENR 21. WATER REFILLING STATIONS – Clearance from the Tarlac City Water Refillers Association;; Sanitary Permit; O.R. for the payment of RPT/Tax Declaration for machinery 22. FOR BUSINESS SELLING SECOND HAND AUTO PARTS – Police Clearance to engage in business 23. FOOD HANDLING BUSINESSES – Sanitary Permit 24. FUNERAL PARLOR, CREMATORY CEMETERIES, MEMORIAL CHAPEL, MEMORIAL PARKS,
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LPG REFILLING PLANT, SEPTIC TANK DISPOSAL, PLASTIC RECYCLING, METAL

	<p>RECYCLING – DENR – Environmental Compliance Certificate(ECC) from DENR; Barangay Resolution of No Objection</p> <p>25. ANIMAL CONTROL FACILITY, AVIARY, CATTERY, CATTLE FARM, KENNEL, LABORATORY ANIMAL FACILITY, MONKEY FARM, OSTRICH FARM, PET SHOP, POULTRY FARM, RACETRACK AND EQUESTRIAN ESTABLISHMENT, SLAUGHTERHOUSE, STOCK FARM, STOCKYARD, STUD FARM, VETERINARY CLINIC, VETERINARY CLINIC, VETERINARY HOSPITAL, WILDLIFE RESCUE CENTER AND ZOO AND OTHER ANIMAL FACILITIES – Clearance from the Bureau of Animal Industry; Environmental Compliance Certificate(ECC) from DENR.</p> <p>26. GASOLINE AND DIESEL STATION - Environmental Compliance Certificate(ECC) from DENR; Authority to operate from the Department of Energy (to follow)</p> <p>27. SELLING OF FIREWORKS – License to operate from PNP; Clearance from BFP</p> <p>28. NON-STOCK NON PROFIT HOSPITALS, SCHOOLS AND COLLEGES – SEC registration</p> <p>29. FOR PROFESSIONALS – PRC license and PTR</p> <p>30. FOR BUSINESS ENGAGE IN MANUFACTURING, SELLING/RETAILING, DEALER/ DISTRIBUTOR, IMPORT AND EXPORT OR TRANSFER OF ANY DRUGS, COSMETICS OR DEVISE – Valid FDA license to operate</p>
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ABOUT THE SERVICE:

Existing Businesses are required to renew their Business permit from January 1 to 20, every year. Penalties are imposed after this period,

Business taxes are computed as a percentage of gross receipts/sales. Payment may be made annually, semi-annually or quarterly. Taxes are due on the 20th day of the first month of each quarter.

The process is under two offices, the Business Permit and Licensing Division (BPLD) and the Local Treasury Operations and Revenue Collection Divisions of the City Treasury Office located at Business One Stop Shop (BOSS).

WHO CAN AVAIL OF THE SERVICE?

All business owners of Tarlac City.

BASIC DOCUMENTARY REQUIREMENT UPON FILING FOR BUSINESS RENEWAL

1. On the Declaration of Gross Receipts:
 - For Single Proprietorship - Certified Statement of Gross Sales/Receipts with ₱500,000 & above; BIR forms for monthly or quarterly payment of percentage tax (for Vat and Non-Vat registered businesses)
 - For Corporation – Certified Statement of Gross Receipts by the Corporate Accountant or thru a Secretary's Certificate declaring the company's gross receipts
 - For Cooperative - CDA Certificate of good standing; Current year Financial Statement or Certification of Gross Receipts
2. Additional Requirements:
 - For Lessors – Copy of Contract of Lease / Summary of Award Sheets and monthly rentals
 - For Market Stall Owners – Market Stall Clearance from CEEMO and Treasury
 - For Water Refilling Stations – Clearance from the Tarlac City Water Refillers Association; Previous year's Sanitary Permit
3. Community Tax Certificate

SUBMIT THE FOLLOWING DOCUMENTARY REQUIREMENTS PRIOR TO THE ISSUANCE OF BUSINESS STICKER:

1. Original Copy of Application
2. Photocopy of Official Receipt
3. Photocopy of Community Tax Certificate
4. Photocopy of Current Year Fire Safety Inspection Certificate & Official Receipt
5. Photocopy of Current Year Sanitary Permit
6. Photocopy of SSS Clearance
7. Photocopy of Pag-Ibig Clearance
8. Photocopy of PhilHealth Clearance

