



Republic of the Philippines  
Bacolod City  
**Office of the City Mayor**  
**Business Permits and Licensing Division**  
Email: [bplo@bacolodcity.gov.ph](mailto:bplo@bacolodcity.gov.ph)

### **REQUIREMENTS FOR NEW BUSINESS**

#### **- For Encoding**

- 1. DULY FILLED-UP & SIGNED** Application Form
- 2. DTI** for Single Proprietorship (original & photocopy)  
SEC Registration with Articles of Inc. for Corporation/Association/Partnership/OPC (original & photocopy) with updated GIS from SEC if the SEC registration is not recent  
CDA Registration for Cooperatives (original & photocopy)
- 3. Notarized Contract of Lease if Place of Business is Rented**
  - If not renting - Notarized Affidavit of Non-rental (sole prop) / Secretary's Certificate (corp.) / Proof of ownership if property is owned
- 4. Franchise Agreement/ Certificate of Dealership / IPO Registration** if the business will use another tradename rather than its own
- 5. Clearances** - BARANGAY, ZONING, ENRO and OBO
- 6. Other required clearances as to type of business to wit:**
  - Agri Products / Agriculture related - Clearance from **City Agriculture Office**
  - Cooperatives - Clearance from **City Cooperatives and Livelihood Development Office**
  - Meat and Poultry products - Clearance from **City Veterinary Office**
  - Tourism Related - Clearance from **City Tourism Office**
  - **3 Markets (Libertad, Burgos, Central) & Manokan County** – Clearance from City Administrator's Office
- 7. ID of owner w/ specimen signature** (clear photocopy)

**NOTE:** In behalf of the **OWNER**, bring the following:

#### **TO PROCESS only:**

1. Authorization letter
2. ID of grantor and Authorized Representative

#### **TO SIGN:**

1. Special Power of Attorney (SPA) for Single Prop. / Secretary's Certificate for Corporation
2. Sole Prop - Valid ID of Grantor and of authorized representative  
Corp/Companies - Company ID with designation of Grantor and Authorized Representative (in the absence of company ID w/ designation, any valid ID must be supported with recent **General Information Sheet or GIS**)

#### **- Upon Receiving** Submit the following:

1. Business application form w/ attached requirements
2. CITY HEALTH OFFICE Clearance/ Sanitary Permit to Operate (original & photocopy)
3. Assessment Form with Official Receipt (Original)
4. **VALID** Fire Safety Inspection Certificate (FSIC) from the Bureau of Fire Protection (**BFP**) (original & photocopy)

**\*\*\*This Office reserves the right to ask for additional documents whenever necessary\*\*\***