

OBO BUSINESS PERMIT REQUIREMENTS

NEW APPLICATION

For tenants

1. Contract of lease duly notarized
2. Annual Inspection Billing with O.R / Certificate of Annual Inspection of building owner
3. Affidavit of Non-Rental conformed by building owner and duly notarized if occupant does not pay rent

For newly constructed bulding / structure

1. Certificate of Occupancy

For altered structures for commercial purposes

1. Applicant should bring PHOTOS of the renovated structure for evaluation (may be subject for refferal to bulding inspector for verification)
2. Applicable permit (i.e. water refilling station should submit ELECTRICAL,MECHANICAL and PLUMBING PERMIT) depending on the nature of business and installation.

EXEMPTION

Businesses in residences

Stalls

Kiosks

Movable and temporary structures

Sari-sari Store

Food Carts

In compliance to DILG Memorandum Circular 2020-145

Common Carrier and Tricycle

Public Buildings and Traditional Indigenous dwellings (Section 209 of P.D. 1096 and ITS I.R.R)

Businesses offering **MEDICAL AND LEGAL SERVICES ONLY** (Section 139 of THE LOCAL GOV'T CODE)

RENEWAL

1. Annual Inspection Billing with O.R. / Certificate of Annual Inspection
2. Business Permit Application
3. For application with amendments (i.e new owner, new address or error on business information) **BRING SUPPORTING DOCUMENTS**