



Republic of the Philippines  
Office of the City Mayor  
BUSINESS PERMITS AND LICENSING OFFICE  
**NEW BUSINESS PERMIT APPLICATION**  
**LIST OF REQUIREMENTS**



<input type="checkbox"/>	1. Duly filled-out Unified Business Permit Application Form (1 original)
<input type="checkbox"/>	2. Proof of Registration: (Select only one from the options:)
<input type="checkbox"/>	2.1. For Sole Proprietorship: Certificate of Registration from Department of Trade and Industry (DTI) (1 photocopy).
<input type="checkbox"/>	2.2. For Partnership/Corporation/Association: Certificate of Registration from the Securities and Exchange Commission (SEC)/Department of Labor and Employment (DOLE) with complete set of Articles of Incorporation/Association and By-laws. (1 photocopy);
<input type="checkbox"/>	2.3. For Cooperative: Certificate of Cooperation from the Cooperative Development Authority (CDA) with complete set of Articles of Cooperation and By-laws. (1 photocopy);
<input type="checkbox"/>	3. Proof of Right of Applicant to Use the Location as Business Address: (Select only one from the options:)
<input type="checkbox"/>	<b>3.1 OWNED:</b>
	Transfer Certificate of Title or Tax Declaration (1 photocopy);
<input type="checkbox"/>	<b>3.2 LEASED:</b>
	Contract of Lease
<input type="checkbox"/>	<b>3.3 FREE TO USE:</b>
	3.3.1 Memorandum of Agreement (MOA); or,
	3.3.2 Written Consent of Property Owner and Transfer Certificate of Title or Tax Declaration (1 photocopy);
<input type="checkbox"/>	4. Sketch of Business Location ( <i>free hand sketch is acceptable</i> ; two (2) copies):
<b>Additional Requirements, as applicable</b>	
<input type="checkbox"/>	5. Clearance, Permit, Authorization and/or Certification in compliance to certain laws (1 photocopy);
<input type="checkbox"/>	6. Special Power of Attorney for Authorized Representative (1 current and original);
<b>MOTORIZED TRICYCLE FOR HIRE</b>	
<input type="checkbox"/>	7. MTOP Application Form & Tricycle Safety Inspection Report (2 copies)
<input type="checkbox"/>	8. One (1) Long Folder

**TRACKING NO.:**

**VERIFIED BY:**

**DATE VERIFIED:**

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Signature over Printed Name

You may also apply Online at:

[www.ormoc.gov.ph](http://www.ormoc.gov.ph)

[www.bploomoc.com](http://www.bploomoc.com)

[lguormoc.bplo@gmail.com](mailto:lguormoc.bplo@gmail.com); [lguormoc.bpoleips@gmail.com](mailto:lguormoc.bpoleips@gmail.com); [lguormoc.blis@gmail.com](mailto:lguormoc.blis@gmail.com)

(053) 255 – 7395/2521; (053)832-8888 (053); 560 – 8045/8055 Local: 1070 – 1075

G/F New Ormoc City Hall, Aunubing Street, Brgy. Cogon, Ormoc City, Leyte 6541 Philippines

**BPLO - - -**

**Rev. 3, January 01, 2025**