



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"/>	3.1 OWNED:
<input type="checkbox"/>	Transfer Certificate of Title or Tax Declaration (1 photocopy);
<input type="checkbox"/>	3.2 LEASED:
<input type="checkbox"/>	Contract of Lease
<input type="checkbox"/>	3.3 FREE TO USE:
<input type="checkbox"/>	3.3.1 Memorandum of Agreement (MOA); or,
<input type="checkbox"/>	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):
Additional Requirements, as applicable	
<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);
MOTORIZED TRICYCLE FOR HIRE	
<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:

Signature over Printed Name

You may also apply Online: www.ormoc.gov.ph; www.bploormoc.com



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