

### Basic Requirements for NEW BUSINESS:

SINGLE PROPRIETORSHIP	COOPERATIVE	CORPORATION
	CDA Certification	SEC Registration Certificate
DTI Business Name	City COOP Certificate	Articles of Incorporation & By Laws
		Board Resolution/Secretary Certificate (Certified True Copy)
Residence Certificate/Cedula		Corporate Tax
Barangay Clearance (Original Copy)		
Contract of Lease (if renting business area); Title of Property & Realty Tax Declaration (if owner of business area)		

### ADDITIONAL REQUIREMENTS for NEW BUSINESS:

Business Type and Location	Additional Requirements
TSM, SJPM, TSC Astrodome(TCC), TNBT	a. Market Clearance b. Lease of Contract
INTERNET CAFE	a. Brgy. Resolution b. Franchise to Operate (SP)
BILLIARD STATION	c. Brgy. Resolution
VIDEOKE BAR SING A-LONG BAR K-TV BAR	a. Brgy. Resolution b. Consent Letter duly signed by the neighbours of the same. c. Affidavit of Undertaking
SECURITY AGENCY	a. License to operate issued by PNP CRAME b. Fire Arms License c. DOLE Certification
TRAINING SCHOOL PRIVATE SCHOOL/PRE-SCHOOL REVIEW CENTERS	a. License to Operate from CHED & TESDA b. CSWDO Cert.
MEAT/CHICKEN VENDORS & MEAT SHOPS PET SHOPS	a. Market Clearance(w/in market) b. City Veterinary Certification
FISH, FRUITS, VEGETABLES DEALERS	a. City Agriculture Certification
GUN & AMMUNITIONS SHOPS/STORE	a. License to Operate from PNP CRAME & Reg. 8, PNP
WATER REFILLING STATIONS	a. DOH Certification
PESTICIDES & FERTILIZERS RETAILER/DISTRIBUTORS	a. Pesticides & Fertilizers Authorities Accreditation
JANITORIAL /JOB PLACEMENT AGENCY	a. DOLE Certification b. PESO Certification
PAWNSHOPS, MONEY EXCHANGE & TRANSFER	a. Banko Sentral Accreditation
CONSTRUCTION FIRM	a. PCAB Accreditation
REAL STATE LESSOR (Dealers/Lessor)	a. Real Estate Dealer's Cert.
TALIPAPA	a. SP Resolution b. Market Clearance c. Zoning Certificate

COCO LUMBER-Dealer/Retailer	a. ENRO Certificate
BAKESHOP & DRUGSTORE	a. BFAD (Bureau of Food & Drug) – License to Operate
JUNKSHOP	a. City ENRO Certification
HOTEL	a. City Tourism Certification
PRIVATE TERMINALS	a. Franchise to Operate from SP
TICKETING OFFICE/ BOOKING OFFICE	a. Affidavit of Undertaking
<b>Other Requirements for compliance(must be submitted w/in 30 days after the issuance of business permit):</b>	
1. Sanitary Permit 2. Fire Safety Inspection Certificate 3. RPT Clearance 4. Zoning Certificate 5. Police Clearance 6. CEO	

#### Process:

1. File Business Permit Application (Evaluation/Verification & E-Recording)
2. One Time Assessment & Payment
3. Issuance of Business Permit

### Requirements for RENEWAL OF BUSINESS PERMITS (Other BUSINESS)

#### Requirements:

- a. Previous Year Business Permit
- b. Previous Year Business Plate (Xerox)
- c. Previous Year Assessment

#### Process:

1. File Business Permit Application (Evaluation/Verification & E-Recording)
2. One Time Assessment & Payment
3. Issuance of Business Permit

(Other Requirements for compliance **within 30 days** for the release of Business Plate.)

- a. Sanitary Permit
- b. Fire Safety Inspection Certificate
- c. Police Clearance
- d. Barangay Clearance
- e. Residence Certificate (CEDULA)
- f. Real Property Tax (RPT) Clearance

### Requirements for issuance of MAYOR'S BUSINESS PERMIT for PUJ & PUV BUSINESS OPERATION:

#### Requirements:

- a. Barangay Clearance  
- Operator - Driver
- b. Police Clearance  
- Operator - Driver
- c. Residence Certificate (Xerox Copy)  
- Operator - Driver
- d. TOMECO Clearance  
- Operator - Driver

- e. Real Property Tax Clearance (RPT) Operator
- f. Health Card (Driver)
- g. LTO OR & CR of Vehicle (Xerox)
- h. LTRFB Franchise of the Vehicle (Xerox)
- i. Previous Year Business Permit
- j. Endorsement/Certification from PNP Traffic Division
- k. 1 pcs. 2x2 recent I.D. Picture
- l. Driver's License I.D. (Driver)

#### Process:

1. File Business Permit Application with the said requirements
2. One Time Assessment & Payment
3. Issuance of Business Permit

### PROCESS OF GRANTING MOTORCAB-FOR-HIRE (MCH) OPERATOR/S FRANCHISE

#### Requirements:

- a. Barangay Clearance  
- Operator - Driver
- b. Police Clearance  
- Operator - Driver
- c. Residence Certificate (Xerox Copy)  
- Operator - Driver
- d. TOMECO Clearance  
- Operator - Driver
- e. Real Property Tax Clearance (RPT) Operator
- f. Voter's ID/Voter's Certification (Operator)
- g. Previous Year Business Permit
- h. LTO OR & CR (Xerox)
- i. 1 Pcs. 2x2 recent I.D. picture (Operator)
- j. Endorsement/Certification from PNP Traffic Division
- k. Driver's License (Driver)
- l. Health Card (Driver)
- m. MVCC Clearance (PNP-HPG) for Transfer of Unit

#### Process:

1. File Business Permit Application with the said requirements
2. One Time Assessment & Payment
3. Issuance of Business Permit & Franchise

### Requirements for PEDICAB RENEWAL:

#### Requirements:

- a. BRGY. CLEARANCE
- b. POLICE CLEARANCE
- c. CEDULA (Res. Cert.)
- d. R.P.T. Clearance
- e. 2 pcs. 2x2 I.D. Picture
- f. Last year Mayor's Business Permit
- g. TOMECO Clearance

#### Process:

1. Present the following Requirements
2. Issuance of Police Number
3. Post Inspection
4. Assessment of Payment
5. Issuance of Permit

**NOTE: FOR FILER PLEASE BRING YOUR IDENTIFICATION CARD. IF YOU ARE NOT THE BUSINESS OWNER, BRING AUTHORIZATION LETTER OF OWNER WITH ID XEROX)**

**Requirements for issuance of  
OCCUPATIONAL PERMIT:**

**Requirements:**

- a. RPT Clearance
- b. Brgy. Clearance
- c. Community Tax Certificate
- d. Police Clearance
- e. Health Card
- f. Birth Certificate (NSO Authenticated)
- g. Veterinary Clearance (Butcher)
- h. Proof of Payment

**Process:**

1. Secure Applications with the ff. Requirements
2. Assessment
3. Payment
4. Issuance of Occupational Permit

**Requirements for issuance of  
SPECIAL PERMIT:**

**Requirements:**

1. **MOTORCADE/PARADE/PROCESSION/RECORIDA:**
  - a. Letter of Intent with approved route slip from the City Mayor's Office
  - b. Endorsement from TOMECO
  - c. O.R. as proof of payment
2. **SOUND SYSTEM:**
  - a. Letter of intent with approved route slip from the City Mayor's Office
  - b. O.R. as proof of payment.
3. **STREAMERS:**
  - a. Letter of intent with approved route slip from the City Mayor's Office.
  - b. Endorsement from the City General Services Office.
  - c. O.R. as proof of payment.
4. **COCKFIGHT:**
  - a. Letter of intent with approved route slip from the City Mayor's Office.
  - b. Brgy. Resolution
  - c. Endorsement from Brgy. Affairs Office
  - d. Approval from Jaro Coliseum
  - e. O.R. as proof of payment.
5. **OTHER PERMIT:  
(CONCERT, BARATILLO, TRADE FAIR, ETC.)**
  - a. Letter of intent with approved route slip from the City Mayor's Office
  - b. Endorsement from different offices concerned.
  - c. O.R. as proof of payment

**Process:**

1. Approved Endorsement from City Mayor's Office
2. Assessment (CTO)
3. Payment
4. Issuance of Special Permit

**Requirements for issuance of  
MAYOR'S CLEARANCE:**

**Requirements:**

- a. Brgy. Clearance (issued by Brgy. of Tacloban City only)
- b. Police Clearance (issued by Tacloban City PNP)
- c. Court Clearance (issued by Tacloban City Court)
- d. Mayor's Clearance Fee

**Process:**

1. Present the following Requirements
2. Payment
3. Issuance of Mayor's Clearance

**Requirements for issuance of  
BURIAL/EXHUME/TRANSFER OF CADAVER**

**Requirements:**

- a. Death Certificate
- b. Endorsement from City Health Office
- c. O.R. as proof of payment.

**Process:**

1. Present the following requirements
2. Issuance of Permit

**Ordinance No. 99-58  
(The 1999 Revenue Code of the City of Tacloban)  
SECTION 90 CHAPTER XVII**

- a. It shall be unlawful for any person or entity to conduct or engage in any business, trades or occupations enumerated herein for which a permit is required for the proper supervision and enforcement of existing laws and ordinance governing the sanitation, security and welfare of the public and the health of the employees engaged in the business specified herein without first having obtained a permit therefor from the City Mayor and the necessary fees paid to the City Treasurer.
- xxxxxx
- b. The application for a permit shall be deemed an application for a license at the same time, where such license is required.

**VISION:** *Globally Competitive, Resilient, Green City, Propelled by God-Loving, Empowered and Gender-Responsive Leaders and Citizenry.*

**MISSION:** *To Deliver Professional, Efficient and Honest Service to Taxpayers.*

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**GUIDELINES IN PROCESSING  
BUSINESS PERMITS & LICENSES**



