

City Government of Imus		
NEW	OFFICE OF THE BUSINESS PERMITS AND LICENSING OFFICER (OBPLO)	
<b>CHECKLIST OF REQUIREMENTS FOR NEW BUSINESS PERMIT</b>		<b>WHERE TO SECURE</b>
Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO-for WALK-IN or thru KIOSK located at Business One-Stop Shop) and submit together with the following requirements:		Business One-Stop Shop (BOSS), <a href="https://cityofimus.gov.ph">https://cityofimus.gov.ph</a>
<input checked="" type="checkbox"/>	<b>PROOF OF REGISTRATION (which is applicable to your business)</b>	
<input type="checkbox"/>	DTI Registration, if Sole Proprietorship	<a href="https://bnrs.dti.gov.ph/registration">https://bnrs.dti.gov.ph/registration</a> , Imus Satellite Office – The District Mall, City of Imus, Any DTI Office
<input type="checkbox"/>	SEC Registration, if Partnership or Corporation or other Association	<a href="https://crs.sec.gov.ph/">https://crs.sec.gov.ph/</a> , Secretariat Building, PICC Complex, Roxas Boulevard, Metro Manila Philippines
<input type="checkbox"/>	CDA Registration, if Cooperative	<a href="https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents">https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents</a> ; 827 Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary cooperatives, this power has been delegated to the Regional or Extension Offices
<input type="checkbox"/>	Housing and Land Use Regulatory Board (HLURB) Registration / Department of Human Settlement and Urban Development (DHSUD) Registration, if Homeowner's Association	<a href="https://dhsud.gov.ph/services/homeowners-association/">https://dhsud.gov.ph/services/homeowners-association/</a> , DHSUD Building, Kalayaan Avenue, corner Mayaman Street, Diliman, Quezon City, 1101
<input checked="" type="checkbox"/>	<b>PROOF OF RIGHT OF APPLICANT TO USE LOCATION AS BUSINESS ADDRESS (which is applicable to your business)</b>	
<input type="checkbox"/>	Certified True Copy of Original Certificate Title (OCT) / Certified True Copy of Transfer Certificate of Title (TCT) (if owned)	From the owner of the business place
<input type="checkbox"/>	Notarized Deed of Sale (if owned) complete set	
<input type="checkbox"/>	Notarized Contract to Sell (if under amortization) complete set	
<input type="checkbox"/>	Notarized Contract of Lease and Lessor's Business Permit (if renting) complete set	
<input type="checkbox"/>	Notarized Memorandum of Agreement/ Notarized written consent of property owner (if not owned, not renting) complete set	
<input type="checkbox"/>	Death Certificate, Extrajudicial Settlement/Last Will and Testament/Affidavit of Self-Adjudication, Affidavit of Heirship and Written Consent for one of the heirs to use the property for business (if the title owner is deceased) complete set	
<input type="checkbox"/>	Notarized Consent of other title owner (if the business owner is one of the title owner)	
<input type="checkbox"/>	Secretary's Certificate (if title is single owned-for Corporation)	
<input type="checkbox"/>	Certificate of Award Notice from NHA (if without title but with Tax Declaration)	
<input type="checkbox"/>	Affidavit of Sworn Declaration of all real properties for rent with tenants listed therein (if lessor)	
<input checked="" type="checkbox"/>	<b>LOCATION PLAN OR SKETCH OF THE LOCATION WITH PICTURE OF ESTABLISHMENT</b>	
	Picture of establishment (front, right, left side view including the road, and interior view)	From the owner of the business
<b>OTHER REQUIREMENTS THAT MAY BE NEEDED:</b>		<b>WHERE TO SECURE</b>
<b>OFFICE OF THE BUSINESS PERMITS AND LICENSING OFFICER (OBPLO)</b>		
<input type="checkbox"/>	Market Clearance (if business is located in PUBLIC MARKET)	From the Office of the Economic Enterprise Management Officer (OEEMO) located at Imus Public Market
<input type="checkbox"/>	Franchise Agreement and Consent (if FRANCHISEE)	From the Franchisor of the business
<input type="checkbox"/>	Clearance (if MEAT, POULTRY, AND PET SUPPLIES RETAILER)	From Office of the City Veterinary Officer
<input type="checkbox"/>	Annual Report to DHSUD (received/stamped) (if HOMEOWNER'S ASSOCIATION)	From DHSUD
<input type="checkbox"/>	Written Authorization Letter/Secretary's Certificate/Partnership Certificate with I.D.s from owner and authorized representative-(if AUTHORIZED REPRESENTATIVE will process the permit)	From the owner of the business
<input type="checkbox"/>	Letter of No Objection	From Office of the City Mayor
<input type="checkbox"/>	Approval from the City Mayor	From Office of the City Mayor
	Other documents that may be necessary (depending on the nature of business)	
<b>OFFICE OF THE CITY PLANNING AND DEVELOPMENT OFFICER (OCPDO)</b>		
<input type="checkbox"/>	Barangay Resolution -1 Photocopy	From Barangay Hall where the business is located
<input type="checkbox"/>	Homeowner's Association Resolution (HOA) endorsing the project or business, if the location of the business is within a Residential Subdivision-Original and 1 Photocopy	From Homeowner's Association of the Subdivision where the business is located
<b>OFFICE OF THE CITY BUILDING OFFICIAL (OCBO)</b>		
<input type="checkbox"/>	Certificate of Occupancy/Building Permit if applicable	From the owner of the business/Office of the City Building Official
<input type="checkbox"/>	Tax Declaration and Updated Tax Receipt - Original and 1 Photocopy	From the Office of the City Treasurer-Land Tax Div. (Official Receipt of Real Property Tax-Amilyar), Office of the City Assessor (Tax Declaration)
<b>OFFICE OF THE CITY ENVIRONMENT AND NATURAL RESOURCES OFFICER (OCENRO)</b>		
<input type="checkbox"/>	Certificate of Attendance on Solid Waste Management Seminar (must attend seminar conducted by OCENRO)	From Office of the City Environment and Natural Resources Officer (OCENRO)
<input type="checkbox"/>	Certificate of Non-Coverage (CNC) - for RESTAURANT, WATER STATION, JUNKSHOP, DENTAL CLINIC, LABORATORY, LAUNDRY SHOP, CARWASH, SMALL SCALE TREATMENT PLANT, MEDICAL FACILITY, VETERINARY CLINIC, WAREHOUSE, COMMERCIAL BLDG.	From Department of Environment and Natural Resources (DENR) - <a href="http://www.emb.gov.ph">www.emb.gov.ph</a>
<input type="checkbox"/>	Contract/MOA with Private Hauler for Hazardous and Infectious Waste - PRIVATE HAULER MUST HAVE TSD REGISTRATION CERTIFICATE. THIS IS APPLICABLE FOR ESTABLISHMENTS THAT USES HAZARDOUS WASTE LIKE INDUSTRIAL FACTORY, HOSPITAL, GASOLINE STATION, FUNERAL HOME, SUPERMARKET, MANUFACTURER, PIGGERY, DENTAL CLINIC, LABORATORY, VETERINARY CLINIC, WAREHOUSE, RESTAURANT, AND OTHER ESTABLISHMENTS THAT USE CHEMICALS OR HANDLE HAZARDOUS SUBSTANCES	From Private Hauler for Hazardous Waste
<input type="checkbox"/>	Contract/MOA with Private Hauler for Residual Waste - PRIVATE HAULER MUST HAVE MOA WITH SANITARY LANDFILL AND CERTIFICATE OF DISPOSAL FOR MALL, FASTFOOD CHAIN, RESTAURANT, SUPERMARKET, LARGE SCALE INDUSTRY, FACTORY (MANUFACTURING), WAREHOUSE	From Private Hauler for Residual Waste
<input type="checkbox"/>	Contract/MOA with Junkshop for Recyclable Waste - for MEDIUM TO LARGE SCALE PRIVATE ESTABLISHMENTS, THE HAULER MUST HAVE A MEMORANDUM OF AGREEMENT (MOA) WITH THE BUSINESS OWNER	From Private Hauler for Recyclable Waste
<input type="checkbox"/>	Discharge Permit - FOR WATER STATION, DENTAL CLINIC, LABORATORY, LAUNDRY SHOP, CARWASH, SMALL SCALE TREATMENT PLANT, MEDICAL FACILITY, WAREHOUSE, INDUSTRIAL FACTORY, HOSPITAL, FUNERAL HOME, SUPERMARKET, MANUFACTURER, POULTRY, PIGGERY, COMMERCIAL BLDG, OTHER BUSINESS POSES POTENTIAL RISK/IMPACT TO ENVIRONMENT	From Department of Environment and Natural Resources (DENR) - <a href="http://www.emb.gov.ph">www.emb.gov.ph</a>
<input type="checkbox"/>	Environmental Compliance Certificate (ECC) - for INDUSTRIAL FACTORY, HOSPITAL, GASOLINE STATION, FUNERAL HOME, SUPERMARKET, MANUFACTURER, POULTRY, PIGGERY, OTHER BUSINESS POSES POTENTIAL RISK/IMPACT TO ENVIRONMENT	From Department of Environment and Natural Resources (DENR) - <a href="http://www.emb.gov.ph">www.emb.gov.ph</a>
<input type="checkbox"/>	Hazardous Waste Generators ID Certificate -for ESTABLISHMENTS THAT USES HAZARDOUS WASTE FOR INDUSTRIAL FACTORY, HOSPITAL, GASOLINE STATION, FUNERAL HOME, SUPERMARKET, MANUFACTURER, PIGGERY, DENTAL CLINIC, LABORATORY, VETERINARY CLINIC, WAREHOUSE, RESTAURANT, AND OTHER ESTABLISHMENTS THAT USE CHEMICALS OR HANDLE HAZARDOUS SUBSTANCES	From Department of Environment and Natural Resources (DENR) - <a href="http://www.emb.gov.ph">www.emb.gov.ph</a>
<input type="checkbox"/>	Managing Head Certificate & Pollution Control Officer - for MEDIUM TO LARGE SCALE ESTABLISHMENTS SUCH AS WATER STATION, DENTAL CLINIC, LABORATORY, LAUNDRY SHOP, CARWASH, SMALL SCALE TREATMENT PLANT, MEDICAL FACILITY, WAREHOUSE, INDUSTRIAL FACTORY, HOSPITAL, FUNERAL HOMES, SUPERMARKET, MANUFACTURER, INDUSTRIAL PLANT, POULTRY, PIGGERY, OTHER BUSINESS POSES POTENTIAL RISK/IMPACT TO ENVIRONMENT	From Department of Environment and Natural Resources (DENR) Accredited Training Center <a href="https://ncr.emb.gov.ph/trainingfacilities/">https://ncr.emb.gov.ph/trainingfacilities/</a>
<input type="checkbox"/>	Permit to Operate (Air Pollution) - for ESTABLISHMENT WITH GENERATOR SETS; INDUSTRIES WITH FURNACES, BOILERS, OR ANY OPERATION PRODUCING DUST OR PARTICULAR MATTERS	From Department of Environment and Natural Resources (DENR) - <a href="http://www.emb.gov.ph">www.emb.gov.ph</a>
<input type="checkbox"/>	Picture of Grease Trap with Geotagging - for FOOD ESTABLISHMENT AND MANUFACTURING	From the business owner
<input type="checkbox"/>	Water Permit - FOR ESTABLISHMENTS SOURCING WATER FROM DEEP WELL INCLUDING HOTEL, RESORT, WATER REFILLING STATION, AND CAR WASH BUSINESSES, WHERE THE WELL SUPPLIES MORE THAN SIX PERSONS, COMMERCIAL BLDG.	From National Water Resources Board (NWRB)- <a href="http://www.nwr.gov.ph">www.nwr.gov.ph</a>
<b>OFFICE OF THE CITY HEALTH OFFICER (OCHO - SANITATION DIVISION)</b>		
<input type="checkbox"/>	Latest Result of Microbiological Examination FOR FOOD ESTABLISHMENT & WATER STATION - Original	From Water Testing Laboratory
<input type="checkbox"/>	Latest Result of Physico-Chemical Analysis Examination FOR FOOD ESTABLISHMENT & WATER STATION - Original	From Water Testing Laboratory
<input type="checkbox"/>	Food Handler's Certificate FOR FOOD ESTABLISHMENT, WATER STATION	From City Health Office
<input type="checkbox"/>	Health Certificate of Staff FOR FOOD ESTABLISHMENT, WATER STATION, SALON, AND SPA - Original	From City Health Office
<input type="checkbox"/>	Urinalysis (1 month validity) - Original	From Department of Health (DOH) Accredited Laboratory
<input type="checkbox"/>	Fecalalysis (1 month validity) - Original	
<input type="checkbox"/>	Chest X-Ray (6 months validity) - Original	
<input type="checkbox"/>	Drug Test (1 year validity) - Original	
<input type="checkbox"/>	Pest/Vermin Control FOR FOOD ESTABLISHMENT, FASTFOOD CHAIN, SUPERMARKET - Original	From any legitimate Pest Control establishments