



CHECKLIST OF REQUIREMENTS FOR RENEWAL OF BUSINESS PERMIT		WHERE TO SECURE
Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO or thru online) and submit together with the following requirements:		Business One-Stop Shop (BOSS), https://cityofimus.gov.ph/egovcityofimus.ph/ebpls/
OFFICE OF THE BUSINESS PERMITS AND LICENSING OFFICER (OBPLO)		
<input checked="" type="checkbox"/>	Certificate or Sworn Declaration of Gross Sales/Financial Statement/Income Tax Returns	From the owner of the business; Accountant; BIR
OTHER REQUIREMENTS THAT MAY BE NEEDED:		WHERE TO SECURE
OFFICE OF THE BUSINESS PERMITS AND LICENSING OFFICER (OBPLO)		
<input type="checkbox"/>	Market Clearance for business is located in public market	From the Economic Enterprise Management Office (EEMO) located at Imus Public Market
<input type="checkbox"/>	Certificate of Registration/Accreditation/ License from NATIONAL AGENCY (see the LIST OF ACCREDITATION)	From National Agency
<input type="checkbox"/>	Annual Report to DHSUD (received/stamped) FOR HOMEOWNER'S ASSOCIATION - Original	From DHSUD
<input type="checkbox"/>	Written Authorization Letter /Secretary's Certificate/Partnership Certificate with I.D.s from owner and authorized representative-(if Representative)1 Photocopy	From the owner of the business
<input type="checkbox"/>	Approval from the City Mayor - Original	From Office of the Mayor
Other documents that may be necessary (depending on the nature of business)		
<input type="checkbox"/>	DTI, if Sole Proprietorship (2 Copies - 1 Original, 1 Photocopy) IF EXPIRED	https://bnrs.dti.gov.ph/registration , Imus Satellite Office –
<input type="checkbox"/>	SEC Registration, if Partnership or Corporation (2 Copies COMPLETE SET - 1 Original, 1 Photocopy) IF EXPIRED	https://crs.sec.gov.ph/ ; Secretariat Building, PICC Complex, Roxas Boulevard, Metro Manila Philippines
<input type="checkbox"/>	CDA, if Cooperative (2 Copies - 1 Original, 1 Photocopy) IF EXPIRED	https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents ; 827 Aurora Blvd., Immaculate
OFFICE OF THE CITY BUILDING OFFICIAL (OCBO)		
<input type="checkbox"/>	Annual Certificate	From the owner of the business
<input type="checkbox"/>	Certificate of Use FOR INDUSTRIAL, FACTORY, SWIMMING POOL, etc.)	From the owner of the business
OFFICE OF THE CITY HEALTH OFFICER - SANITATION DIV. (OCHO)		
<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"/>	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"/>	Fecalysis (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