

**City Government of Imus
Business Permits and Licensing Office**



NEW

CHECKLIST OF REQUIREMENTS FOR NEW BUSINESS PERMIT		WHERE TO SECURE
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), https://cityofimus.gov.ph
PROOF OF REGISTRATION (which is applicable to your business)		
DTI, if Sole Proprietorship (2 Copies - 1 Original, 1 Photocopy) or		https://bnrs.dti.gov.ph/registration , Imus Satellite Office – The District Mall, City of Imus, Any DTI Office
SEC Registration, if Partnership or Corporation (2 Copies COMPLETE SET - 1 Original, 1 Photocopy) or		https://crs.sec.gov.ph/ ; Secretariat Building, PICC Complex, Roxas Boulevard, Metro Manila Philippines
CDA, if Cooperative (2 Copies - 1 Original, 1 Photocopy)		https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents ; 827 Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary cooperatives, this power has been delegated to the Regional or Extension Offices
Housing and Land Use Regulatory Board (HLURB) Registration / Department of Human Settlement and Urban Development (DHSUD) Registration (for Homeowner's Association)		https://dhsud.gov.ph/services/homeowners-association/ ; DHSUD Building, Kalayaan Avenue, corner Mayaman Street, Diliman, Quezon City, 1101
PROOF OF RIGHT OF APPLICANT TO USE LOCATION AS BUSINESS ADDRESS (which is applicable to your business)		
Certified True Copy of Original Certificate Title (OCT) / Certified True Copy of Transfer Certificate of Title (TCT)- 1 Original		From the owner of the business place
Notarized Deed of Sale (if owned)- Original and 1 Photocopy-complete set or		
Notarized Contract to Sell (if under amortization) Original and 1 Photocopy-complete set or		
Notarized Contract of Lease and Lessor's Business Permit (if not owned, renting)- Original and 1 Photocopy-complete set		
Notarized Memorandum of Agreement/ Notarized written consent of property owner (if not owned, not renting) -Original and 1 Photocopy-complete set		
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)- Original and 1 Photocopy-complete set		
Notarized Consent of other title owner (if the business owner is one of the title owner)-Original		
Secretary's Certificate (if title is single owned-for Corporation)- Original		
Certificate of Award Notice from NHA (if without title but with Tax Declaration) Original and 1 Photocopy		
Affidavit of Sworn Declaration of all real properties for rent with tenants listed therein- Original (if lessor)		
LOCATION PLAN OR SKETCH OF THE LOCATION WITH PICTURE OF ESTABLISHMENT		
Picture of establishment (front, right, left side view including the road, and interior view)-1 Copy-complete set		From the owner of the business
CERTIFICATE OF OCCUPANCY/BUILDING PERMIT if applicable-Original and 1 Photocopy		From the owner of the business/Office of the City Building Official
OTHER REQUIREMENTS THAT MAY BE NEEDED:		WHERE TO SECURE
BPLO		
Market Clearance for business is located in public market -Original and 1 Photocopy		From the Economic Enterprise Management Office (EEMO) located at Imus Public Market
Franchise Agreement and Consent - for FRANCHISEE-Original and 1 Photocopy		From the Franchisor of the business
Clearance FOR MEAT, POULTRY, AND PET SUPPLIES RETAILER - Original		From City Veterinary Office
Annual Report to DHSUD (received/stamped) FOR HOMEOWNER'S ASSOCIATION - Original		From DHSUD
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
Letter of No Objection - Original		From Office of the City Mayor
Approval from the City Mayor - Original		From Office of the City Mayor
Other documents that may be necessary (depending on the nature of business)		
CPDO		
Barangay Clearance/Endorsement for business (if not yet integrated) -Original and 2 Photocopies		From Barangay Hall where the business is located
Barangay Resolution -1 Photocopy		From Barangay Hall where the business is located
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
Tax Declaration and Updated Tax Receipt - Original and 1 Photocopy		From the Land Tax Office (Official Receipt of Real Property Tax-Amilyar)
CENRO		
Certificate of Attendance on Solid Waste Management Seminar (must attend seminar conducted by CENRO)		From City Environment and Natural Resources Office (CENRO)
Certificate of Non-Coverage (CNC) DENR-EMB (www.emb.gov.ph) - for WATER STATION, JUNKSHOPS, MEDICAL & DENTAL CLINIC, LABORATORIES, LAUNDRY, CARWASH - 1 Photocopy		From Department of Environment and Natural Resources (DENR)
Environmental Compliance Certificate (ECC) DENR-EMB (www.emb.gov.ph) - for INDUSTRY, HOSPITAL, GASOLINE STATION, FUNERAL HOMES, MALL, SUPERMARKET, MANUFACTURER, FACTORY, POULTRY, PIGGERY, OTHER BUSINESS POSSES POTENTIAL RISK/IMPACT TO ENVIRONMENT - 1 Photocopy		From Department of Environment and Natural Resources (DENR)
Contract/MOA with Private Hauler - private hauler must have MOA with Sanitary Landfill and Certificate of Disposal for MALL, FASTFOOD CHAIN, RESTAURANT, SUPERMARKET, LARGE SCALE INDUSTRY, FACTORY (MANUFACTURING), WAREHOUSE, ET.AL- 2 Photocopies		From Private Hauler
Contract/MOA with Private Infectious/Hazardous Waste Hauler (Certificate of Safe Disposal) for MEDICAL INFECTIOUS/TOXIC WASTE-2 Photocopies		From DENR accredited Hauler
Discharge Permit (Water Pollution) -FOR RESTAURANTS, SHOPPING MALLS, COMMERCIAL LABORATORIES, HOSPITAL, MARKETS, COMMERCIAL CONDOMINIUMS, HOTELS, GASOLINE STATIONS, FUNERAL PARLOR, & OTHER ESTABLISHMENTS THAT USE WATER & DISCHARGE IT EVENTUALLY		From DENR-EMB (www.emb.gov.ph)
Hazardous Waste Generators ID & Contract/MOA with Private Infectious/Hazardous Waste Hauler (Certificate of Safe Disposal)-FOR RESTAURANTS, SHOPPING MALLS, COMMERCIAL LABORATORIES, HOSPITAL, MARKETS, COMMERCIAL CONDOMINIUMS, HOTELS, GASOLINE STATIONS, FUNERAL PARLOR, & OTHER ESTABLISHMENTS THAT USE CHEMICAL DISCHARGE/HAZARDOUS SUBSTANCES		From Private Infectious/Hazardous Waste Hauler
Permit to Operate (Air Pollution) - FOR MANUFACTURING/INDUSTRY with furnaces, boilers, generators, or any operation producing dust or particulate matter		From DENR-EMB (www.emb.gov.ph)
Picture of Grease Trap FOR RESTAURANT, EATERY, CARINDERIA - 1 Copy		From the owner of the business
Water Permit from National Water Resources Board (nwr.gov.ph) if source of water is from deep well -FOR WATER REFILLING STATION, CARWASH, LAUNDRY)-1 Photocopy		From National Water Resources Board (NWRB)
CITY HEALTH OFFICE (SANITATION DIV.)		
Latest Result of Microbiological Examination FOR FOOD ESTABLISHMENT & WATER STATION - Original		From Water Testing Laboratory
Latest Result of Physico-Chemical Analysis Examination FOR FOOD ESTABLISHMENT & WATER STATION - Original		From Water Testing Laboratory
Health Certificate of Staff FOR FOOD ESTABLISHMENT, WATER STATION, SALON, AND SPA - Original		From City Health Office
Urinalysis (1 month validity) - Original		From Department of Health (DOH)Accredited Laboratory
Fecalysis (1 month validity) - Original		
Chest X-Ray (6 months validity) - Original		
Drug Test (1 year validity) - Original		
Pest/Vermin Control FOR FOOD ESTABLISHMENT, FASTFOOD CHAIN, SUPERMARKET - Original		From any legitimate Pest Control establishments