



CHECKLIST OF REQUIREMENTS FOR RENEWAL OF BUSINESS PERMIT		WHERE TO SECURE
Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO) and submit together with the following requirements: BPLO		Business One-Stop Shop (BOSS), https://cityofimus.gov.ph
<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
BPLO		
<input checked="" type="checkbox"/>	Barangay Clearance/Endorsement for business (if not yet integrated) -Original and 2 Photocopies	From Barangay Hall where the business is located
	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
	Certificate of Registration/Accreditation/ License from NATIONAL AGENCY -original and 1 photocopy	From National Agency
	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
	Approval from the City Mayor - Original	From Office of the Mayor
Other documents that may be necessary (depending on the nature of business)		
	DTI, if Sole Proprietorship (2 Copies - 1 Original, 1 Photocopy) IF EXPIRED	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) IF EXPIRED	https://crs.sec.gov.ph/ ; Secretariat Building, PICC Complex, Roxas Boulevard, Metro Manila Philippines
	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 Conception, Quezon City.
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