



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

**RENEWAL**

<b>CHECKLIST OF REQUIREMENTS FOR RENEWAL OF BUSINESS PERMIT</b>		<b>WHERE TO SECURE</b>
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), <a href="https://cityofimus.gov.ph">https://cityofimus.gov.ph</a>
<input checked="" type="checkbox"/>	Certificate or Sworn Declaration of Gross Sales/Financial Statement/Income Tax Returns	From the owner of the business; Accountant; BIR
<b>OTHER REQUIREMENTS THAT MAY BE NEEDED:</b>		<b>WHERE TO SECURE</b>
<b>BPLO</b>		
	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	<a href="https://bnrs.dti.gov.ph/registration">https://bnrs.dti.gov.ph/registration</a> , Imus Satellite Office – The District Mall, City of Imus, Anv DTI Office
	SEC Registration, if Partnership or Corporation (2 Copies COMPLETE SET - 1 Original, 1 Photocopy) IF EXPIRED	<a href="https://crs.sec.gov.ph/">https://crs.sec.gov.ph/</a> ; Secretariat Building, PICC Complex, Roxas Boulevard, Metro Manila Philippines
	CDA, if Cooperative (2 Copies - 1 Original, 1 Photocopy) IF EXPIRED	<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.
<b>CITY HEALTH OFFICE (SANITATION DIV.)</b>		
	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