

Permits and Licenses Division (Business Bureau)
APPLICATION FOR OCCUPATIONAL PERMITS AND MAYOR'S CLEARANCE

Date Applied: _____

Account Code: 605-7

- Mayor's Clearance
 Occupational Permit

Purpose: _____

FOR BUSINESS BUREAU ONLY

- NEW RENEWAL

Verified by: _____

(PLEASE PRINT LEGIBLY)

APPLICANT'S DATA

Last Name: _____
First Name: _____
Middle Name: _____
Birthdate: _____ Age: _____
Birthplace: _____
Gender: _____
Contact #: _____
Educational Attainment: _____
Present Address: _____
Position: _____
Employer: _____
Address of Establishment: _____

DOCUMENT PRESENTED

- Latest Cedula
 Police or NBI Clearance
 Prosecutor's Clearance or Court Clearance
 Official Receipt (Permit Fee)
 Health Certificate / ID
 Birth Certificate
 Affidavit of Consent
 Neuro Test Result
 Drug Test Result

P 25 P 125 P156.25

**DOCUMENTARY REQUIREMENTS
FOR NEW APPLICATION
(SOLE PROPRIETORSHIP)**

- **Application Form (notarized and completely filled up)**
- **Barangay Clearance (latest/original/for new business application with complete business address)**
- **Sketch (drawing with complete address and contact number)**
- **Cedula (latest)**
- **Special Power of Attorney (latest, notarized original)**
- **Government issued ID of Owner and all Authorized Representative (1 photocopy)**
- **Certified List of Employee/Certificate of No Employee (notarized original and 1 photocopy)**
- **- Any proof of Ownership (# owned: Tax Dec, Land Title, Deed of Sale)**
 - **Contract of Lease with Tax Declaration of Lessor (# rental: notarized 1 photocopy)**
 - **Consent from the Property Owner (# without rental: notarized 1 photocopy with any proof of ownership)**
- **DTI and CENRO (# applicable - 1 photocopy)**

FOR SPECIFIC BUSINESS LINE:
