

**DOCUMENTARY REQUIREMENTS FOR RENEWAL
OF BUSINESS PERMIT**

- **Previous Mayor's (Business) Permit (Original)**
- **Previous Official Receipts of payments**
- **Corporate Secretary's Certificate / Partnership Resolution / Board Resolution of the authorized signatory and the specific authority of the transacting person to process Renewal of Business Address for Partnerships, Corporations and Cooperatives (latest, notarized original)**
- **Special Power of Attorney with the specific authority of the transacting person to process Renewal of Business, if applicable, for Sole Proprietorship (latest, notarized original)**
- **Government Issued ID of Authorized Signatory and all Authorized Representatives if Partnership, Corporation or Cooperative (1 clear photocopy)**
- **Government Issued ID of Owner and all Authorized Representatives for Sole Proprietorship, if with SPA (1 clear photocopy)**
- **Fire Safety Inspection Certificate (latest)**
- **Cedula (latest)**
- **Certified List of Employees / Certificate of No Employee (notarized original and 1 photocopy)**
- **OTHER DOCUMENTS SPECIFIC TO THE BUSINESS LINES:**
