



## GENERAL CHECKLIST OF REQUIREMENTS

### STANDARD DOCUMENTARY AND REGULATORY REQUIREMENTS

NEW BUSINESS APPLICATION	RENEWAL APPLICATION								
<input type="checkbox"/> <b>PROOF OF REGISTRATION</b>	<input type="checkbox"/> <b>PROOF OF ANNUAL GROSS RECEIPTS, whichever may be required by the CTO:</b>								
<input type="checkbox"/> DTI (for Sole Proprietorship) <input type="checkbox"/> SEC (for One Person Corporation, Corporation & Partnership) <input type="checkbox"/> CDA (for Cooperatives) <input type="checkbox"/> PEZA/ BOI/ DHSUD	<input type="checkbox"/> AUDITED FINANCIAL STATEMENTS <input type="checkbox"/> BREAKDOWN OF SALES PER BRANCH (If Consolidated) <input type="checkbox"/> OFFICIAL RECEIPT/ SALES INVOICE <input type="checkbox"/> BILLING STATEMENT/ SALES JOURNAL/ POINT OF SALES (POS)								
<input type="checkbox"/> <b>STATEMENT OF TOTAL CAPITAL INVESTMENT</b>	<input type="checkbox"/> <b>INCOME TAX RETURN (ITR)</b>								
<input type="checkbox"/> <b>PROOF OF LEGAL OWNERSHIP WITH LOCATION MAP/ SKETCH OF BUSINESS ADDRESS</b>	<input type="checkbox"/> 2550M - Monthly Value-Added Tax Declaration <input type="checkbox"/> 2550Q - Quarterly Value-Added Tax Return <input type="checkbox"/> 2551Q - Quarterly Percentage Tax Return								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">If OWNED</th> <th style="width: 50%;">If not OWNED</th> </tr> <tr> <td><input type="checkbox"/> Transfer Certificate of Title</td> <td><input type="checkbox"/> Tax Declaration <input type="checkbox"/> Contract of Lease</td> </tr> <tr> <td><input type="checkbox"/> Tax Declaration</td> <td><input type="checkbox"/> Memorandum of Agreement</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Affidavit of Consent for Property Use</td> </tr> </table>	If OWNED	If not OWNED	<input type="checkbox"/> Transfer Certificate of Title	<input type="checkbox"/> Tax Declaration <input type="checkbox"/> Contract of Lease	<input type="checkbox"/> Tax Declaration	<input type="checkbox"/> Memorandum of Agreement		<input type="checkbox"/> Affidavit of Consent for Property Use	<input type="checkbox"/> 1701 - Annual Income Tax Return for Individuals (including MIXED Income Earning) <input type="checkbox"/> 1701A - Annual Income Tax Return for Individuals earning PURELY from Business <input type="checkbox"/> 1701Q - Quarterly Income Tax Return for Individuals, Estates and Trusts <input type="checkbox"/> 1702-RT - Annual Income Tax Return for Corporation, Partnership and Other Regular Income Tax Rate <input type="checkbox"/> 1702-EX - Annual Income Tax Return for Corporation, Partnership and Other - EXEMPT <input type="checkbox"/> 1702-MX - Annual Income Tax Return for Corporation, Partnership and Other - MIXED income <input type="checkbox"/> 1702Q - Quarterly Income Tax Return for Corporation, Partnership and Other
If OWNED	If not OWNED								
<input type="checkbox"/> Transfer Certificate of Title	<input type="checkbox"/> Tax Declaration <input type="checkbox"/> Contract of Lease								
<input type="checkbox"/> Tax Declaration	<input type="checkbox"/> Memorandum of Agreement								
	<input type="checkbox"/> Affidavit of Consent for Property Use								
<input type="checkbox"/> <b>Picture of Business establishment inside / outside and showing permanent signboard and sidewalk view</b>	<input type="checkbox"/> <b>DECLARATION OF GROSS SALES/ RECEIPTS (Notarized)</b>								
<input type="checkbox"/> <b>ZONING CLEARANCE (CPDO)</b>	<input type="checkbox"/> <b>POSITIVE CLEARANCE (POS)</b>								
<input type="checkbox"/> <b>OCCUPANCY PERMIT (BRSD)</b>	<input type="checkbox"/> <b>TOURISM ACCREDITATION (CATSDD)</b>								
<input type="checkbox"/> <b>CENRO CLEARANCE (CENRD)</b>	<input type="checkbox"/> <b>VETERINARY CLEARANCE (VSMD)</b>								
<input type="checkbox"/> <b>SANITARY PERMIT (CHSD)</b>	<input type="checkbox"/> <b>FIRE SAFETY INSPECTION CLEARANCE (BFP)</b>								

AMENDMENT	RETIREMENT
<input type="checkbox"/> <b>CHANGE OF OWNERSHIP/ FORM OF OWNERSHIP</b>	<input type="checkbox"/> <b>PROOF OF ANNUAL GROSS RECEIPTS, whichever may be required by the CTO:</b>
<input type="checkbox"/> <b>CHANGE OF BUSINESS NAME</b>	<input type="checkbox"/> AUDITED FINANCIAL STATEMENTS
<input type="checkbox"/> <b>CHANGE OF BUSINESS ADDRESS</b>	<input type="checkbox"/> BREAKDOWN OF SALES PER BRANCH (If Consolidated)
<input type="checkbox"/> <b>CHANGE OF NATURE OF BUSINESS</b>	<input type="checkbox"/> OFFICIAL RECEIPT/ SALES INVOICE
<input type="checkbox"/> <b>ADDITIONAL LINE OF BUSINESS</b>	<input type="checkbox"/> BILLING STATEMENT/ SALES JOURNAL/ POINT OF SALES (POS)
<input type="checkbox"/> <b>OTHERS (area, units, No. of Rooms, chairs, pools, etc.)</b>	<input type="checkbox"/> <b>INCOME TAX RETURN (ITR)</b>
<input type="checkbox"/> ORIGINAL COPY OF MAYOR'S PERMIT	<input type="checkbox"/> 2550M - Monthly Value-Added Tax Declaration <input type="checkbox"/> 2550Q - Quarterly Value-Added Tax Return <input type="checkbox"/> 2551Q - Quarterly Percentage Tax Return
<input type="checkbox"/> UPDATED COPY OF DTI/ SEC/ PEZA/ BOI/ DHSUD	<input type="checkbox"/> 1701 - Annual Income Tax Return for Individuals (including MIXED Income Earning)
<input type="checkbox"/> TRANSFER OF OWNERSHIP	<input type="checkbox"/> 1701A - Annual Income Tax Return for Individuals earning PURELY from Business
<input type="checkbox"/> Deed of Absolute Sale/ Extra Judicial Settlement	<input type="checkbox"/> 1701Q - Quarterly Income Tax Return for Individuals, Estates and Trusts
<input type="checkbox"/> Deed of Assignment/ Transfer of Rights	<input type="checkbox"/> 1702-RT - Annual Income Tax Return for Corporation, Partnership and Other Regular Income Tax Rate
<input type="checkbox"/> PROOF OF LEGAL OWNERSHIP AT NEW ADDRESS	<input type="checkbox"/> 1702-EX - Annual Income Tax Return for Corporation, Partnership and Other - EXEMPT
<input type="checkbox"/> UPDATED CONTRACT OF LEASE	<input type="checkbox"/> 1702-MX - Annual Income Tax Return for Corporation, Partnership and Other - MIXED income
<input type="checkbox"/> Picture of Business establishment inside/outside and showing permanent signboard and sidewalk view	<input type="checkbox"/> 1702Q - Quarterly Income Tax Return for Corporation, Partnership and Other
<input type="checkbox"/> SITE INSPECTION (Inspection Report from concerned department/s)	<input type="checkbox"/> <b>DECLARATION OF GROSS SALES/ RECEIPTS (Notarized)</b>
<input type="checkbox"/> OTHER DOCUMENTARY REQUIREMENTS AS NEEDED	<input type="checkbox"/> <b>LETTER STATING REASON OF BUSINESS TERMINATION</b>
	<input type="checkbox"/> <b>ORIGINAL COPY OF MAYOR'S PERMIT</b>
	<input type="checkbox"/> <b>BUSINESS REGISTRATION PLATE</b>

OTHER DOCUMENTARY AND REGULATORY REQUIREMENTS AS NEEDED ONLY					
<input type="checkbox"/> <b>PUBLIC LEGAL LIABILITY INSURANCE (Based on CO No. 99-255)</b>	<input type="checkbox"/> <b>CERTIFICATE OF REGISTRATION ISSUED BY THE ANTI-MONEY LAUNDERING COUNCIL (AMLC) (Law and Accounting Firms, Real Estate Developers, Real Estate Brokers, Jewelry Dealers and Dealers in Precious Metal and Stones, Company Service Providers, Casinos, Offshore Gaming Operators (OGOs) and OGO - Service Providers)</b>				
<input type="checkbox"/> <b>BOARD RESOLUTION (Partnership/ Corporation)</b>	<input type="checkbox"/> <b>LESSOR'S BUSINESS PERMIT (for Lessee of: Land, Commercial Space, Warehouse)</b>				
<input type="checkbox"/> <b>NOTARIZED AUTHORIZATION LETTER (for Authorized Representatives)</b>	<input type="checkbox"/> <b>OTHER REQUIREMENTS AS NEEDED</b>				
<input type="checkbox"/> <b>SPECIAL POWER OF ATTORNEY (SPA) / SECRETARY'S CERTIFICATE</b>					
<input type="checkbox"/> <b>HOMEOWNERS' ASSOCIATION CLEARANCE / PERMIT TO DO BUSINESS</b>					
<input type="checkbox"/> <b>INSTALLATION OF CCTV (Based on CO No. 777, s.2023)</b>					
<input type="checkbox"/> <b>CERTIFICATE OF COMPLIANCE FROM CDA (for Cooperatives)</b>					
<input type="checkbox"/> <b>AFFIDAVIT OF NO INVESTMENT / AFFIDAVIT OF LOSS</b>					
<input type="checkbox"/> <b>SUBDIVISION INFORMATION SHEET (for Subdivision Operators)</b>					
<input type="checkbox"/> <b>SP FRANCHISE (Private Markets and Terminals - Based on CO No. 414, s.2008)</b>					
<input type="checkbox"/> <b>PAGCOR LICENSE (e-Games, e-Bingo &amp; Casino Operations)</b>					
<input type="checkbox"/> <b>CERTIFICATE OF ACCREDITATION FROM PNP (Shooting Range Operators)</b>					
<input type="checkbox"/> <b>CERTIFICATE OF AUTHORITY FROM BSP (PAWNSHOPS - Main)</b>					
<input type="checkbox"/> <b>BSP LETTER ON THE ISSUANCE OF CODE FOR PAWNSHOPS (Branch)</b>					
<input type="checkbox"/> <b>CERTIFICATE OF REGISTRATION FROM BSP (Money Service Businesses - Main)</b>					
<input type="checkbox"/> <b>BSP LETTER ON THE ISSUANCE OF CODE FOR MONEY SERVICE BUSINESS (Branch)</b>					
<input type="checkbox"/> <b>LACTATION STATION (Based on CO No. 794, s.2024)</b>					
<input type="checkbox"/> <b>BIRTH CERTIFICATE / CERTIFICATE OF MARRIAGE / DEATH CERTIFICATE</b>					

PERMITS/CLEARANCES FROM NATIONAL AGENCIES BASED ON THE NATURE/ACTIVITY OF THE BUSINESS					
LINE OF BUSINESS	PERMIT/CLEARANCE NEEDED	ISSUING NATIONAL AGENCY	LINE OF BUSINESS	PERMIT/CLEARANCE NEEDED	ISSUING NATIONAL AGENCY
All business establishments	<ul style="list-style-type: none"> <li>Fire Safety Inspection Certificate</li> <li>BIR Registration Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Local Bureau of Fire Protection (BFP)</li> <li>Bureau of Internal Revenue</li> </ul>	Medical Devices	License to Operate	Food and Drug Administration
Animal Facilities	Certificate of Registration	Bureau of Animal Industry	Messenger and Courier Services		Department of Transportation and Communication (DOTC)
Broker/ Merchants involved in the sale of commodities for future transactions	Future commodity Merchants/Brokers License	Securities and Exchange Commission	Mining	Permits depends on the activity	Department of Environment and Natural Resources (DENR)
Cell sites	Refer to ARTA JMC 01-2020		Pest Control Services	Pest Control License	Fertilizer and Pesticide Authority
Custom's Brokerage Business	License	Customs Brokers Commission	Processed Foods	<ul style="list-style-type: none"> <li>License to Operate</li> <li>Certificate of Product Registration</li> </ul>	Food and Drug Administration (FDA)
Dealers of Rice, Corn and Wheat	License (depending on the type of the activity)	National Food Authority (NFA)	Pre-school, Elementary and High School	Permit to Operate	Department of Education (DepEd) Division Office and Regional Office
Drugstores	License to Operate	Food and Drug Administration	Real Estate Broker	License	DTI or Professional Regulatory Board
Forwarders	Accreditation for Sea Freight Forwarders	Philippines Shippers Bureau	Rent-a-Car and Transportation Services	Franchise Certificate of Public Conveyance	Land Transportation Franchising and Regulatory Board
Funeral Homes/Parlors	Training Certificate and license of Undertaker and Embalmer	Department of Health (DOH)	Security Agencies	National Licenses	PCSUCIA
General/ Specialty and Engineering Contractor	Contractor's License	Philippine Contractors Accreditation Board	Spa/Massage Clinic	Certificate of Training of Therapist or Masseur/Masseuse License of Training of Therapist or Masseur/Masseuse	<ul style="list-style-type: none"> <li>Department of Health</li> <li>TESDA</li> </ul>
Household/Urban Pesticides	<ul style="list-style-type: none"> <li>License to Operate</li> <li>Certificate of Product Registration</li> </ul>	Food and Drug Administration (FDA)	Small Town Lottery	Permit to Operate	PCSO
Lending Institutions	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas	Telecommunication Firms	License to Operate	National Telecommunications Commission
LPG Dealer	Application to Supply Natural Gas	Department of Energy (DOE)	Toys and Childcare Articles	<ul style="list-style-type: none"> <li>License to Operate</li> <li>Certificate of Product Registration</li> </ul>	Food and Drug Administration (FDA)
Manning and Crewing Services	License for Recruitment Agency	Philippine Overseas and Employment Agency (POEA)	Veterinary Products	<ul style="list-style-type: none"> <li>License to Operate</li> <li>Certificate of Product Registration</li> </ul>	Food and Drug Administration (FDA)
Manpower Agencies w/ paid up capital of at least 5,000,000	License to operate a Private Recruitment and Placement Agency	Department of Labor and Employment Regional Office	Video Rental Services	Registration for Optical Media Business	Optical Media Board

## ROUTING SLIP FOR SECURING BUSINESS PERMITS

(FOR LGU USE ONLY)

1. Make sure that application form is properly filled-out and **all DOCUMENTARY AND REGULATORY REQUIREMENTS ARE PROPERLY ARRANGED AND ATTACHED**. Incomplete requirements will be returned to the applicant.
2. In case of deficiencies or non-compliance, you are requested to return to the concerned office or personnel for proper action.

STEPS	ACTIVITY	OFFICE RESPONSIBLE	STANDARD PROCESSING TIME				IN	OUT	DATE	TOTAL	ISSUED/ PROCESSED BY
			NEW	RENEWAL	RETIREMENT	AMENDMENT					
<b>STEP 1 FILE</b>	Review of application and applicable requirements	BPTFO	15 mins	15 mins	15 mins	15 mins					
	Encoding of business information and scanning of documents.	BPTFO									
	Evaluation of Gross Sales or Capital Investment	CTO	5 mins	5 mins	5 mins	5 mins					
	Billing and Issuance of Statement of Account (SOA)	CTO	5 mins	5 mins	5 mins	5 mins					
<b>STEP 1 STANDARD PROCESSING TIME</b>			25 mins	25 mins	25 mins	25 mins	ACTUAL PROCESSING TIME >>				
<b>STEP 2 PAY</b>	Acceptance of payment and Issuance of Official Receipt / Cedula	CTO	5 mins	5 mins	5 mins	5 mins					
<b>STEP 2 STANDARD PROCESSING TIME</b>			5 mins	5 mins	5 mins	5 mins	ACTUAL PROCESSING TIME >>				
<b>STEP 3 CLAIM</b>	Receiving and checking of applications. Printing of Sanitary Permit	CHO	5 mins	5 mins	5 mins	5 mins					
	Receiving, checking and printing of: o Business Permit o Barangay Clearance o Certificate of Retirement	BPTFO	5 mins	5 mins	5 mins	5 mins					
	Releasing of: o Business Permit o Barangay Clearance o Sanitary Permit o Certificate of Retirement	BPTFO	5 mins	5 mins	5 mins	5 mins					
<b>STEP 3 STANDARD PROCESSING TIME</b>			15 mins	15 mins	15 mins	15 mins	ACTUAL PROCESSING TIME >>				
<b>TOTAL STANDARD PROCESSING TIME (STEP 1 TO STEP 3)</b>			45 mins	45 mins	45 mins	45 mins	TOTAL ACTUAL PROCESSING TIME				

### LEGAL BASES

1. Local Government Code of 1991
2. Republic Act 11032 - EODB and EGSD
3. 2006 Revised and Consolidated Revenue Code of the City of Calamba
4. DILG Memorandum Circular 2019-177
5. Joint Memorandum Circular No. 01 Series of 2021, April 13, 2021 – DILG-ARTA-DTI-DICT (Guidelines for Processing Business Permits, Related Clearances and Licenses)
6. City Ordinance No. 414 (2008): "An Ordinance requiring all business owners to secure a franchise or permit from the Sanggunian Panlungsod for operating terminals, markets, shopping centers, and similar establishments, with specific guidelines for issuance."
7. City Ordinance No. 502 (2011): "An ordinance amending Section 3 of City Ordinance No. 499, Series of 2011, An ordinance regulating the operation of E-Games, Poker House, Slot Machines, Table Games and other gaming centers, Providing penalties therefore"
8. City Ordinance No. 531 (2012): "An ordinance regulating Street Food Trade in the City of Calamba"
9. City Ordinance No. 596 (2016): "An ordinance prohibiting the use of videoke/karaoke systems and other sound amplifying equipment that cause disturbance to the public within the residential areas and on public roads/streets in the City of Calamba"
10. City Ordinance No. 591 (2016): "An Ordinance regulating the consumption of alcoholic or intoxicating beverages in public places and regulating its retail by business establishments."
11. City Ordinance No. 603 (2017): "An ordinance amending Calamba City Ordinance No. 99-255 entitled An ordinance requiring owners, operators, occupants and concessionaires of all business establishments, contractors and developers and person required to secure business and/or building permits for undertaking construction or repair and maintenance work in the City of Calamba to secure Public Legal Liability Insurance and proving penalties for violation thereof. 12 16-00231"
12. City Ordinance No. 649 (2018): "Ordinance granting incentives to private or business establishments within Calamba City employing Persons with Disability".
13. City Ordinance No. 777 (2023): "An Ordinance Repealing City Ordinance No. 445, s-2009, otherwise known as An Ordinance Requiring all Commercial establishment, Restaurants, Food Chains, including Private hospitals in the City of Calamba with an Initial Capital of One Million Pesos (Php1,000,000.00) to Install CCTV Cameras on strategic locations within their business premises and imposing penalties for its violation."
14. City Ordinance No. 794 (2024): "Lactation Station Ordinance in City of Calamba, Province of Laguna"

### LABANAN ANG FIXERS!

Report the name of the fixers, date, time and type of transactions to the following:

**ANTI RED-TAPE AUTHORITY:**  
(02) 8246-7940; 1-2782 LOC 1040-1049  
Via the website  
<https://arta.gov.ph/fileacomplaint/>

**ARTAwag Center**  
For Smart/TNT/Sun:  
0998-856-8338 • 0928-690-4080  
Via e-mail at [complaints@arta.gov.ph](mailto:complaints@arta.gov.ph)

**OFFICE OF THE OMBUDSMAN:**  
09266994703; (+632) 89262-662  
**CIVIL SERVICE COMMISSION:**  
REGION IV (LAGUNA): (049) 501-3324

**OFFICE OF THE CITY MAYOR:**  
(049) 5456789 LOC 8306-8307  
**BUSINESS PERMIT DIVISION:**  
(049) 545-6789 LOC 8101,8102 & 8104