



GENERAL CHECKLIST OF REQUIREMENTS

STANDARD DOCUMENTARY AND REGULATORY REQUIREMENTS

NEW BUSINESS APPLICATION	RENEWAL APPLICATION
<input type="checkbox"/> PROOF OF REGISTRATION <input type="radio"/> DTI (for Sole Proprietorship) <input type="radio"/> SEC (for One Person Corporation, Corporation & Partnership) <input type="radio"/> CDA (for Cooperatives) <input type="radio"/> PEZA/ BOI/ HLURB <input type="checkbox"/> STATEMENT OF TOTAL CAPITAL INVESTMENT <input type="checkbox"/> PROOF OF LEGAL OWNERSHIP/ POSSESSION If OWNED <input type="radio"/> Transfer Certificate of Title <input type="radio"/> Tax Declaration If not OWNED <input type="radio"/> Contract of Lease <input type="radio"/> Memorandum of Agreement <input type="radio"/> Written Consent of Property Owner <input type="checkbox"/> Picture of Business establishment inside / outside and showing permanent signboard and sidewalk view <input type="checkbox"/> ZONING CLEARANCE <input type="checkbox"/> SANITARY PERMIT <input type="checkbox"/> OCCUPANCY PERMIT <input type="checkbox"/> POSO CLEARANCE <input type="checkbox"/> CENRO CLEARANCE <input type="checkbox"/> TOURISM ACCREDITATION	<input type="checkbox"/> PROOF OF ANNUAL GROSS RECEIPTS, WHICHEVER MAY BE REQUIRED BY THE CTO: <input type="radio"/> AUDITED FINANCIAL STATEMENTS <input type="radio"/> DECLARATION OF GROSS SALES/ RECEIPTS <input type="radio"/> BREAKDOWN OF SALES PER BRANCH (If Consolidated) <input type="radio"/> OFFICIAL RECEIPT/ SALES INVOICE <input type="radio"/> BILLING STATEMENT/ SALES JOURNAL/ POINT OF SALES (POS) <input type="radio"/> INCOME TAX RETURN (ITR) <input type="radio"/> 2550M - Monthly Value-Added Tax Declaration <input type="radio"/> 2550Q - Quarterly Value-Added Tax Return <input type="radio"/> 2551Q - Quarterly Percentage Tax Return <input type="radio"/> 1701 - Annual Income Tax Return for Individuals (including MIXED Income Earner) <input type="radio"/> 1701A - Annual Income Tax Return for Individuals earning PURELY from Business <input type="radio"/> 1701Q - Quarterly Income Tax Return for Individuals, Estates and Trusts <input type="radio"/> 1702-RT - Annual Income Tax Return for Corporation, Partnership and Other Regular Income Tax Rate <input type="radio"/> 1702-EX - Annual Income Tax Return for Corporation, Partnership and Other - EXEMPT <input type="radio"/> 1702-MX - Annual Income Tax Return for Corporation, Partnership and Other - MIXED income <input type="radio"/> 1702Q - Quarterly Income Tax Return for Corporation, Partnership and Other

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

OTHER DOCUMENTARY AND REGULATORY REQUIREMENTS AS NEEDED ONLY	
<input type="checkbox"/> PUBLIC LEGAL LIABILITY INSURANCE (Based on CO No. 99-225) <input type="checkbox"/> BOARD RESOLUTION (Partnership/ Corporation) <input type="checkbox"/> NOTARIZED AUTHORIZATION LETTER (for Authorized Representatives) <input type="checkbox"/> SPECIAL POWER OF ATTORNEY (SPA) / SECRETARY'S CERTIFICATE <input type="checkbox"/> HOMEOWNERS' ASSOCIATION CLEARANCE <input type="checkbox"/> PERMIT TO DO BUSINESS <input type="checkbox"/> CERTIFICATE OF COMPLIANCE FROM CDA (for Cooperatives) <input type="checkbox"/> AFFIDAVIT OF NO INVESTMENT / LETTER OF NO OBJECTION <input type="checkbox"/> SUBDIVISION INFORMATION SHEET (for Subdivision Operator) <input type="checkbox"/> BREASTFEEDING STATION	OTHER PROOF OF LEGAL OWNERSHIP/ POSSESSION: <input type="checkbox"/> If Property is Owned but Tax Declaration is not under business owner's name: <input type="radio"/> Deed of Absolute Sale / Contract to Sell <input type="radio"/> Receipt of payment to BANK/DEVELOPER/HDMF <input type="checkbox"/> If Property is inherited but not yet transferred to business owner or co-owned with other heirs: <input type="radio"/> Extra Judicial Settlement with Consent or Waiver of Rights <input type="checkbox"/> If Property is Owned by the Government: <input type="radio"/> Undertakings/ Waiver of Rights <input type="radio"/> Award Notice

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	• Fire Safety Inspection Certificate • BIR Registration Certificate	• Local Bureau of Fire Protection (BFP) • Bureau of Internal Revenue	Medical Devices	License to Operate	Food and Drug Administration
			Messengerial and Courier Services	-	Department of Transportation and Communication (DOTC)
Animal Facilities	Certificate of Registration	Bureau of Animal Industry	Mining	Permits depends on the activity	Department of Environment and Natural Resources (DENR)
Broker/ Merchants involved in the sale of commodities for future transactions	Future commodity Merchants/Brokers License	Securities and Exchange Commission	Pest Control Services	Pest Control License	Fertilizer and Pesticide Authority
			Processed Foods	• License to Operate • Certificate of Product Registration	Food and Drug Administration (FDA)
Cell sites	Refer to ARTA JMC 01-2020		Pre-school, Elementary and High School	Permit to Operate	Department of Education (DepEd) Division Office and Regional Office
Custom's Brokerage Business	License	Customs Brokers Commission	Real Estate Broker	License	Department of Trade and Industry (DTI) or Professional Regulatory Board
Dealers of Rice, Corn and Wheat	License (depending on the type of the activity)	National Food Authority (NFA)	Rent-a-Car and Transportation Services	Franchise Certificate of Public Conveyance	Land Transportation Franchising and Regulatory Board
Drugstores	License to Operate	Food and Drug Administration	Security Agencies	National Licenses	PCSUCIA
Forwarders	Accreditation for Sea Freight Forwarders	Philippines Shippers Bureau	Spa/Massage Clinic	Certificate of Training of Therapist or Masseur/Masseuse License of Training of Therapist or Masseur/Masseuse	• Department of Health • TESDA
Funeral Homes/Parlors	Training Certificate and license of Undertaker and Embalmer	Department of Health (DOH)	Small Town Lottery	Permit to Operate	PCSO
General/ Specialty and Engineering Contractor	Contractor's License	Philippine Contractors Accreditation Board	Telecommunication Firms	License to Operate	National Telecommunications Commission
Household/Urban Pesticides	• License to Operate • Certificate of Product Registration	Food and Drug Administration (FDA)	Toys and Childcare Articles	• License to Operate • Certificate of Product Registration	Food and Drug Administration (FDA)
Lending Institutions	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas	Veterinary Products	• License to Operate • Certificate of Product Registration	Food and Drug Administration (FDA)
LPG Dealer	Application to Supply Natural Gas	Department of Energy (DOE)	Video Rental Services	Registration for Optical Media Business	Optical Media Board
Manning and Crewing Services	License for Recruitment Agency	Philippine Overseas and Employment Agency (POEA)			
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			

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 non-conformity, please return to the previous concerned office/ personnel.

STEPS	ACTIVITY	OFFICE RESPONSIBLE	STANDARD PROCESSING TIME				IN	OUT	DATE	TOTAL	ISSUED/ PROCESSED BY	REMARKS
			NEW	RENEWAL	RETIREMENT	AMENDMENT						
STEP 1 FILE	Review and scanning of application and applicable requirements	BPTFO	15 mins	15 mins	15 mins	15 mins						
	Encoding of business information	BPTFO										
	Evaluation of Gross Sales or Capital Investment	CTO	5 mins	5 mins	5 mins	5 mins						
	Issuance of SOA	CTO	5 mins	5 mins	5 mins	5 mins						
STEP 1 STANDARD PROCESSING TIME			25 mins	25 mins	25 mins	25 mins	ACTUAL PROCESSING TIME >>					
STEP 2 PAY	Acceptance of payment and Issuance of Official Receipt	CTO	5 mins	5 mins	5 mins	5 mins						
STEP 2 STANDARD PROCESSING TIME			5 mins	5 mins	5 mins	5 mins	ACTUAL PROCESSING TIME >>					
STEP 3 CLAIM	Receiving and checking of application and applicable requirements	BPTFO	5 mins	5 mins	5 mins	5 mins						
	Printing, signing and recording of Business Permit and Clearances/ Certificate of Retirement/ Amendment	BPTFO CHO BFP	5 mins	5 mins	5 mins	5 mins						
	Releasing of Business Permit and Clearances/ Certificate of Retirement/ Amendment	BPTFO	5 mins	5 mins	5 mins	5 mins						
STEP 3 STANDARD PROCESSING TIME			15 mins	15 mins	15 mins	15 mins	ACTUAL PROCESSING TIME >>					
TOTAL STANDARD PROCESSING TIME (STEP 1 TO STEP 3)			45 mins	45 mins	45 mins	45 mins	TOTAL ACTUAL PROCESSING TIME					

LEGAL BASES

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| <ol style="list-style-type: none"> 1. Local Government Code of 1991 2. Republic Act 11032 - EODB and EGSD 3. Joint Memorandum Circular No. 01 Series of 2021 (Guidelines for Processing Business Permits Related Clearances and Licenses) 4. DILG Memorandum Circular 2019-177 5. 2006 Revised and Consolidated Revenue Code of the City of Calamba 6. City Ordinance No. 09-445 series of 2009 7. City Ordinance No. 603 Series of 2017 | <ol style="list-style-type: none"> 8. City Ordinance No. 649 Series of 2018 9. City Ordinance No. 596 Series of 2016 10. City Ordinance No. 591 series of 2016 11. City Ordinance No. 414 series of 2008 12. City Ordinance No. 531 series of 2012 13. City Ordinance No. 502 series of 2011 |
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LABANAN ANG FIXERS!

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

OFFICE OF THE OMBUDSMAN:
09266994703; (02) 927-4102/2404

CIVIL SERVICE COMMISSION:
09178398272; (02) 932-0111

OFFICE OF THE CITY MAYOR:
(049) 5456789 LOC 8306-8307

BUSINESS PERMIT DIVISION:
(049) 5456789 LOC 8101-8102

ANTI RED-TAPE AUTHORITY:
8478-5091; 8478-5093; 8478-5099

ARTAwag Center
For Smart/TNT/Sun:
09692577242 • 0928-690-4080

Via e-mail at
complaints@arta.gov.ph

Via the ARTA website
<https://arta.gov.ph/fileacomplaint/>