

THE TAXPAYER

The taxpayer is the

MOST IMPORTANT VISITOR

in our premises;

He is not dependent on us,

WE ARE DEPENDENT ON HIM;

He is not an interruption to our work,

HE IS THE PURPOSE OF IT;

He is not an outsider in our business,

HE IS A PART OF IT;

We are not doing him a favor by
serving him,

HE IS DOING US A FAVOR

BY GIVING US THE OPPORTUNITY
TO DO SO.

*“Our ability to serve you is
dependent on the taxes that you pay.
Please enhance this ability by pay-
ing your taxes on time”*

CITY GOVERNMENT OF TARLAC

Business Permit & Licensing Division



STEPS IN THE ACQUISITION OF A BUSINESS PERMIT FOR NEW BUSINESS

STEP 1 – File & Assess

- Filing and checking of mandatory requirements
- Assessment of Capital Investment, Encoding and Printing of Statement of Account

STEP 2— Pay & Claim

- Securing of Community Tax Certificate (CTC), Payment of Bill and Releasing of Business Plate & Mayor's Business Permit / Business Permit Certificate

*All documents must be photo copied & be submitted to **WINDOW E**.*

STEPS IN THE RENEWAL OF A BUSINESS PERMIT

STEP 1 – File and Assess

- Filing of Application for Renewal of Business Permit
- Assessment of Gross Sales / Receipts, Encoding and Printing of Statement of Account

STEP 2—Pay and Claim

- Securing of Community Tax Certificate (CTC), Payment of Bill and Releasing of Business Sticker

*All documents must be photo copied & be submitted to **WINDOW E** for the issuance of Business Sticker.*



CONTACT PERSONS & OFFICE

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Mandatory Requirements for New Business

- Barangay Clearance for Business
- For Corporation – SEC Registration with Articles of Incorporation & By-Laws
For Partnership – SEC Registration with Articles of Partnership & By-Laws
For Single Proprietorship – DTI Certificate of Registration
- SSS Clearance/Certificate of Compliance
- Pag-Ibig Clearance
- Philhealth Clearance
- Community Tax Certificate (Cedula)
- Locational/Zoning Clearance
- Building/Occupancy Permit
- Fire Safety Clearance
- Health Certificate/Sanitary Permit
- 2 pcs. Latest 2x2 picture
- Locational Sketch
- For Corporation & Partnership establishing a branch: Board/Partnership Resolution or Secretary's Certificate resolving the opening of a branch; Authorizing personnel to negotiate & transact; Declaration of Capital Investment.

Mandatory Requirements for Renewal of Business

- Previous year's O.R./Application/SOA or Billing
- SSS Clearance/Certificate of Compliance
- Pag-Ibig Clearance
- Philhealth Clearance
- Photocopy of Business Certificate/Mayor's Business Permit
- Certified Statement of Gross Sales/Receipts for Single Proprietorship with P500,000 & above gross
- Certified Statement of Gross Sales/Receipts for Corporation
- Financial Statement for the preceding year
- Community Tax Certificate (Cedula)
- Market Stall Clearance & Treasury Clearance (for Market Stall Owners)
- For Water Refilling Stations – Clearance from Tarlac City Water Refillers' Association & Previous year's Sanitary Permit

Documents to be Submitted in Securing Business Sticker

- Original Copy of Application
- Photocopy of Official Receipt
- Photocopy of Billing Statement
- Photocopy of Payment History
- Photocopy of Business Certificate / Mayor's Business Permit
- Photocopy of Community Tax Certificate (Cedula)
- SSS Clearance / Certificate of Compliance
- Pag-Ibig Clearance
- Philhealth Clearance
- Sanitary Permit / Health Certificate (if Applicable)

AND OTHER PERTINENT DOCUMENTS APPLICABLE FOR SPECIFIC BUSINESS ACTIVITY

Other Mandatory Requirements Based on Business Activity being Applied for:

LESSOR NEW RENEWAL	- Tax declaration & Occupancy Permit - Copy of Contract of Lease
IF LOCATION OF BUSINESS IS BEING LEASED	- Copy of Contract of Lease
SCHOOLS	- DECS/CHED Certificate
SKILL/LEARNING CENTERS	- TESDA Certificate
PHARMACY	- BFAD Certificate
PERYA	- Brgy. Resolution
BUSINESS INSIDE SUBDIVISION	- Clearance from Home Owner's Association, subject for approval of zoning ordinance
WORKERS IN RESTAURANTS, BEER HOUSES, CARINDERIA, BEAUTY PARLOR, BARBER SHOP, MASSAGE CLINIC, SECURITY AGENCY & OTHER RELATED BUSINESSES	- Payment of Occupational Tax
INTERNET SERVICE PROVIDER, WATER & ELECTRIC CO., CABLE NETWORKS, RADIO STATIONS, LOTTERY, & ONLINE BETTING STATIONS	- Franchise to Operate from Sangguniang Panglunsod
RECRUITMENT/EMPLOYMENT/MANPOWER AGENCY FOR LOCAL EMPLOYMENT OR LOCAL PLACEMENT	- DOLE Permit (Certificate of Registration)
SECURITY & WATCHMAN AGENCY	- License to Operate from PNP - Crame
PROMOTION AGENCY & FOREIGN PLACEMENT	- POEA Accreditation
BUSINESS RENTING SPACE IN MALL	- Award Sheet
BUSINESS USING DELIVERY VANS/TRUCK	- Delivery Van/Truck Permit
DENTAL LABORATORIES	- License to Operate from DOH - Regional

ASSOCIATIONS COOPERATIVES & FOUNDATION	- Certificate of Exemptions from Bureau of Local Government Finance - Dept. of Finance
COOPERATIVES	- Certificate of Registration from Cooperative Devt. Authority (CDA)-with Articles of Cooperation & By-Laws (with certificate of good standing for renewal)
REPAIR SERVICES	- DTI Accreditation
BUSINESS ENGAGED IN SELLING OF CELLPHONE & RADIO COMM. UNITS	- National Telecommunications \ Commission (NTC) Clearance
CONSTRUCTION BUSINESSES	- Phil. Contractors Accreditation Board License (PCAB)
BANKS, PAWNSHOPS, MONEY TRANSFER, MONEY REMITTANCE & MONEY CHANGER	- Authority to Operate or Certificate of Registration from BSP/Central Bank & CCTV Camera
LENDING INVESTORS & FINANCING INSTITUTIONS	- SEC Certificate of Authority & CCTV Camera
INSURANCE	- Certificate of Authority from Insurance Commission - Dept of Finance
JUNK SHOPS	- Police Clearance Certificate / Brgy. Resolution
WATER REFILLING STATIONS	- Sanitary Permit, Clearance from Tarlac City Water Refillers' Association & Payment of RPT/Tax Declaration for Machinery
FOOD HANDLING BUSINESSES	- Sanitary Permit
FUNERAL PARLOR, CEMETERIES, MEMORIAL PARKS, POULTRIES, PIGGERIES, LPG REFILLING PLANT & SEPTIC TANK DISPOSAL	- DENR Environmental Compliance Certificate (ECC)
GASOLINE & DIESEL STATIONS	- DENR Environmental Compliance Certificate (ECC) & Permit from the Dept. of Energy
BUSINESS ENGAGED IN SELLING OF FIREWORKS	- License to Operate from PNP & Clearance from Bureau of Fire Protection - Crame & PNP - Macabulos, Tarlac City