

**BUREAU OF FIRE PROTECTION (BFP)  
LIST OF REQUIREMENTS**

**NEW BUSINESS**

1. Certified True Copy of Valid Certificate of Occupancy
2. Assessment of Business Permit Fee/Tax Assessment Bill from BPLO
3. Affidavit of Undertaking that there was no substantial changes made on the building/establishment
4. Copy of Fire Insurance( if necessary)

**NOTE: ADDITIONAL REQUIREMENTS FOR:**

- Lessor and/or Building Owned Establishment  
\*Tax Declaration of the Building

**Business Renewal**

1. Assessment Of Business Permit Fee/Tax Assessment Bill From BPLO
2. Copy Of Fire Insurance If Necessary
3. One (1) Set Of Fire Safety Maintenance Report (FSMR) (If Necessary)
4. Fire Safety Clearance For Welding, Cutting And Other Hot Work Operations (If Required)
  - For Gasoline Station/LPG Retailer  
Pls. Provide Inventory of Stocks
  - For Business Selling Fire Fighting Equipment, Appliances and/or Devices Including Hazard And Detection Warning System  
Pls. Provide Inventory of Sales

**Note: Additional Requirements For**

- Lessor and/or Building Owned Establishment  
\*Tax Declaration of the Building