



Republic of the Philippines
MUNICIPALITY OF PANIQUI
Province of Tarlac



OFFICE OF THE MUNICIPAL TREASURER

REQUIREMENTS FOR BUSINESS PERMIT

New Business Registration

- (i) **Proof of Business Registration, incorporation or legal personality (PHOTOCOPY/XEROX COPY)
(i.e. DTI / SEC /Cooperative Development Authority (CDA) Registration)**
NOTE: in certain cases, like Sari-sari Store not using any or without business name, the requirement of DTI/SEC registration may dispense with during initial registration (see Act No. 3883)
- (ii) **Basis for computing taxes, fees and charges (e.g. Business Capitalization) (PHOTOCOPY/XEROX COPY)**
- (iii) **Barangay Clearance (For Business Purpose) (PHOTOCOPY/XEROX COPY)**
- (iv) **Community Tax Certificate (Cedula) (TO BE SECURED AFTER ASSESSMENT) (PHOTOCOPY/XEROX COPY)**
- (v) **Sanitary Permit to Operate (Health and Sanitation Office) (PHOTOCOPY/XEROX COPY)**
- (vi) **Occupancy Permit (Office of the Building Official) (PHOTOCOPY/XEROX COPY)**
- (vii) **Valid Fire Safety Inspection Certificate (Bureau of Fire Protection) (PHOTOCOPY/XEROX COPY)**
- (viii) **Contract of Lease (if Lessee) (PHOTOCOPY/XEROX COPY)
(With copy of Lessor's Business Permit)**
- (ix) **Market Clearance (ONLY for Commercial Arcade and Public Market Tenants) (PHOTOCOPY/XEROX COPY)**

NOTE: INCOMPLETE REQUIREMENTS, NO ASSESSMENT.

(PLS. MAKE SURE THAT YOU HAVE ALL THE DOCUMENTARY REQUIREMENTS NEEDED BEFORE FILING YOUR BUSINESS APPLICATION)