

We ALSO PROVIDE the following Services:

1. ISSUANCE of OCCUPATIONAL PERMITS

REQUIREMENTS:

- ❖ Police Clearance for Residents of Batangas City only (Original and 1 photocopy)
- ❖ NBI Clearance for Non-Residents of Batangas City (Original and 1 photocopy)
- ❖ Official Receipt (O.R.) of Payment of Required Fees from the City Treasurer's Office (CTO)

2. ISSUANCE of SPECIAL PERMITS for Motorcade, Parade, Funeral Cortège, Procession, Streamers, Banners, Posters & HAULERS.

REQUIREMENTS:

- ❖ Official Receipt (O.R.) of Payment of Required Fees from the City Treasurer's Office (CTO)
- ❖ Map/Route from the TDRO

3. ISSUANCE of MAYOR'S CLEARANCE

4. ISSUANCE of CERTIFICATION in connection to any kind of Business registered at BPLD.

## BPLD Performance Pledge

We at BPLD hereby pledge to

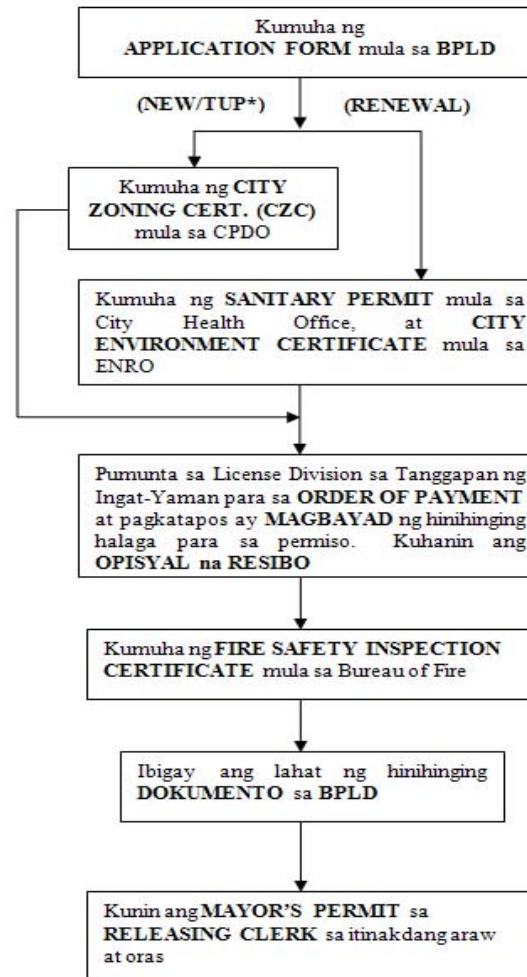
**B**ring total quality service to the

**P**eople who come to our office

**L**ooking for professionals who would

**Deliver them courteous assistance they truly deserved.**

### PAHINTULOT SA PANGANGALAKAL (Proseso sa Pagkuha ng Mayor's Permit)



#### IBA PANG MGA DOKUMENTONG KINAKAILANGANG IHANDA:

- ❖ Pahintulot mula sa Barangay
- ❖ Kung nangungupahan - Contract of Lease/Consent o Sinumpaang Salaysay (kung walang kontrata)
- ❖ DTI/ SEC
- ❖ Old Permit (Renewal)

\*\*\* Halimbawa ng mga Temporary Use Permit (TUP) --- Computer Shop, Junk Shop, Piggery, Poultry, atbp.

DBAR/FCB/MHM/MCDL/TVP/BPLDleaflet2011\*\*\*bonasa



**B**USINESS

**P**ERMITS

AND

**L**ICENSES

**D**IVISION

*Adapting Change*

## Business Permits & Licenses Division

Local governments play a significant role in actualizing the national development goals, are indeed the level of government closest to the people. Thus, they are in the position to assess the changing demands of communities and respond to them in such a way that local capabilities and priorities are taken into account.

The business tax is one of the biggest sources of funds and takes up a large slice of income pie of LGU's. In the Batangas City Government, the Business Permits & Licenses Division (BPLD) is responsible for the issuance of various permits and licenses for the efficient regulation of thousands of business operations in the city.

### BPLD Vision

The Business Permits & Licenses Division is committed to provide total quality service to people and function as one of the best offices in the Batangas City government brought about by the employees' professionalism and effort to bring the government closer to the people.

### BPLD Mission

BPLD wants to develop, improve/uplift the personal, professional and career development of its employees to be able to respond and serve the people efficiently and assist the city government in generating income effectively.

### BPLD Goal

To increase the Business tax collection of the city government and at the same time provide quality service to its clientele.

### BPLD Objectives

1. To provide necessary trainings to BPLD Personnel to be able to uplift their conceptual, technical, and human relation skills.
2. To become a highly computerized office which will enable its personnel to provide quality service to the people.
3. To implement BPLD policies strictly and fairly.

### About the Service

All business establishments operating within the jurisdiction of Batangas City are required to secure a Business Permit or Mayor's Permit before starting the operation. For Renewals, permits should be renewed from January 01 to 31, every year. Otherwise, the City Treasurer shall impose penalties after the period.

FRONTLINE SERVICE: *Issuance of Permit for  
Newly Started Business*

CLIENTS: *Business Establishment Owners*

REQUIREMENT (S):

- Application Form
- Barangay Permit (3 copies)
- DTI Business Name Registration for Sole Proprietors
- SEC Registration including the Articles of Incorporation (photocopied/xeroxed)
- Contract of Lease (if lessee)
- CPDO - Zoning Certificate (if TUP)
- Order of Payment & Official Receipt from the City Treasurer's Office (CTO)
- Sanitary Permit
- City Environment Certificate
- Fire Safety Inspection Certificate (original & photocopied)

FRONTLINE SERVICE: *Business Permit Renewal*

CLIENTS: *Business Establishment Owners*

REQUIREMENT (S):

- ORIGINAL COPY of Prior Year Print-out of
- Mayor's Permit
- Application Form
- Barangay Permit (3 copies)
- CPDO - Zoning Certificate (if TUP)
- Contract of Lease (if lessee)
- Sanitary Permit
- City Environment Certificate
- Income Tax Return/Affidavit of Gross

- Order of Payment & Official Receipt from the City Treasurer's Office (CTO)
- Fire Safety Inspection Certificate (original & photocopied)

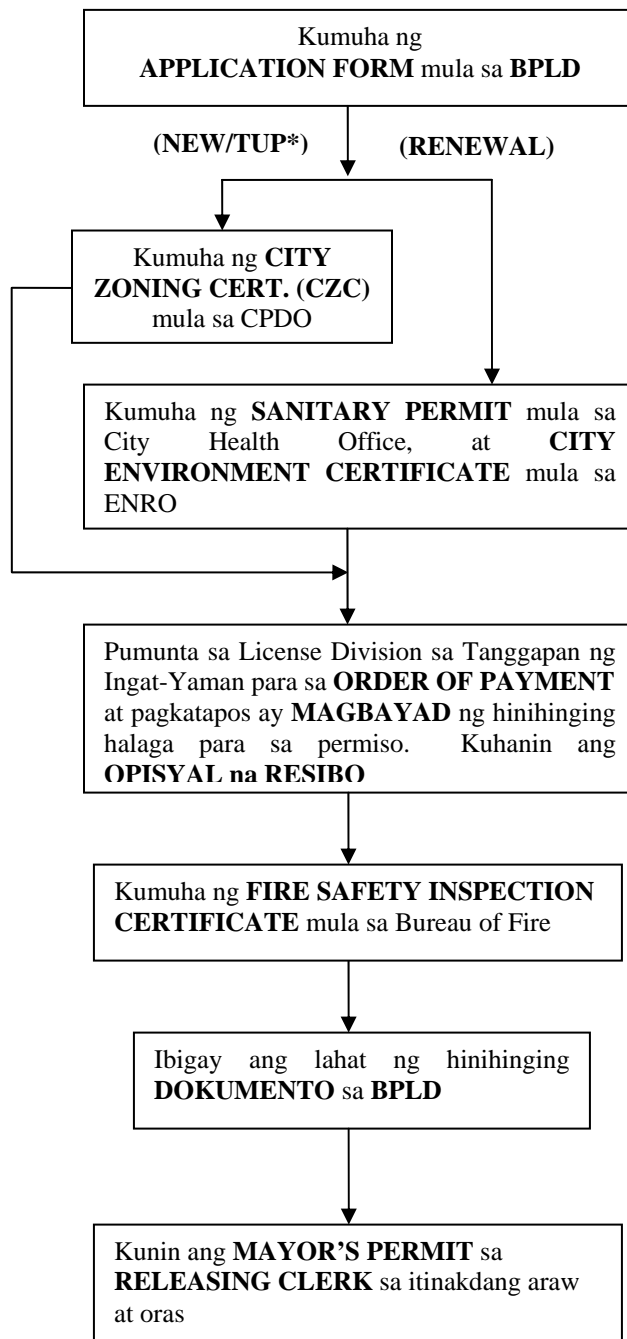
### ADDITIONAL REQUIREMENT (S):

- DTI Accreditation Certificate for Electronic, Electrical, Refrigeration & Air conditioning Shops and other related shops which offer the same services.
- PCAB License for Government Contractors.
- NFA License for Wholesaler/Retailer of rice and grains.
- BFAD License to Operate for Drugstore, Bakery, Pharmacy.
- Bureau of Customs Certificate for Brokers.
- DOLE Certificate for Manpower Agencies.
- POEA Certificate for Recruitment Agencies.
- OCVAS Clearance for Poultry, Piggeries & Wholesaler/Retailer of Agricultural & Veterinary products.
- National Committee on Urban Pest Control License to Operate for establishments which offers services in controlling pests.
- Occupancy Permit for Real Estate Lessors.
- PSCUCIA License for Security Agencies.
- LTFRB Certificate for Transport and Car Rental services.
- DOTC Certificate for Courier Services.
- ERC Certificate for LPG Dealers and Gas Stations.
- Central Bank Certificate for Banks.
- Market Clearance for establishments located at the Batangas City Public Markets.
- Certificate of Potability for Water Refilling Stations.
- DepEd Certificate for Primary and Secondary Schools.
- CHED Certificate for Universities and Colleges.
- TESDA Certificate for Vocational/Training Schools.
- NTC Certificate for Mobile Phone Distributors/Dealers and Repair Shops.
- Certificate of registration from Bangko Central ng Pilipinas (BSP) for Pawn Shops, Foreign Exchange Dealers, Money Changers and Remittance Agents.
- PCSO Contract for Lotto Outlets.
- Certificate of Registration from DTI for Real Estate Brokers.
- SEC Certificate of Authority for Lending Investors
- OTHERS** \_\_\_\_\_  
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BPLD Direct Line: (043) 722-1823

E-MAIL Address: [bpld\\_batangascity@yahoo.com](mailto:bpld_batangascity@yahoo.com)

**BUSINESS PERMITS & LICENSES DIVISION**  
**PAHINTULOT SA PANGANGALAKAL**  
 (Proseso sa Pagkuha ng Mayor's Permit)



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