



**CITY OF MANDALUYONG
BUSINESS PERMITS AND LICENSING OFFICE**

CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR NEW BUSINESS

Taxpayer's Name	Account No.	PREPARED BY:
Line(s) of Business		CHECKED BY:

1. Completed Application Form
2. Original and Photocopy of the following:
 1. Barangay Clearance (Current Year)
 2. Zoning Clearance (except peddlers, businesses located in malls)
 3. Department of Trade and Industry (DTI) Registration for Single Proprietorship and Corporation using Trade Name;
 - Business Name Registration Certificate for Sole Proprietorship, OR
 - Securities and Exchange Commission (SEC) Registration with Articles of Incorporation and By-Laws for Corporation or Partnership
 4. Lease Contract or the like (if place of business is rented), Copy of Lessor's Mayor's Permit, or TCT (if place is owned)
 5. Pictures of Establishment (Front - showing left and right neighbors, and Inside) On PHOTO PAPER
 6. Community Tax Certificate (Cedula - Current Year)

Required Accreditation / Certification for Specific Line of Business

Line of Business	Additional Requirement
Bank/Pawnshop/Money Changer	Annual Report stamped "Received" by Central Bank
Drugstore	BFAD (Bureau of Food and Drugs) License
Employment Agency (Local)	DOLE (Dept. of Labor and Employment) License
Employment Agency (Overseas)	POEA (Phil. Overseas Employment Agency) License
Manufacturer/Fabricator (with an area of more than 1,000 sq. m.)	DENR ECC (Environmental Compliance Certificate)
Off-Track/Off-Fronton	GAB (Games and Amusement Board Certificate)

Peddler/Flea Market/Stall Holder	Task Force Ordinance Clearance
Rehabilitation Clinic	DOH (Dept. of Health) Clearance
Repair/Motor Shops	DTI (Department of Trade and Industry) Accreditation
Rice Retailer	NFA (National Food Authority) License
Security Agency	SAGSD (Security Agencies and Guards Supervision Division) License
Travel Agency	DOT (Department of Tourism) Accreditation
Video Rentals	OMB (Optical Media Board) License
Water Refilling Station	City Health Dept. (Result of water test)

Additional Requirements for Specific Lines of Business

Line of Business	Additional Requirements
Barber Shop (Number of chairs: _____)*	Memorandum of Agreement (MOA) Stamped "Registered" by Health Dept.
Beauty Parlor/Skin Care Clinic *	Memorandum of Agreement (MOA) Stamped "Registered" by Health Dept.
Beer Garden and the like	Memorandum of Agreement (MOA) Stamped "Registered" by Health Dept. and Anti-Vice
Billiard Halls (Number of tables: _____)	Memorandum of Agreement (MOA)
Cable Installers	Memorandum of Agreement (MOA)
Clinical Laboratories/Rehab Centers	Memorandum of Agreement (MOA) Stamped "Registered" by Health Dept.
Computer Shop (Number of Units: _____)	Memorandum of Agreement (MOA) Picture of Establishment with "NO PC GAMING" signage posted (if applicable)
Eateries/Restaurants and the like	Memorandum of Agreement (MOA) Stamped "Registered" by Health Dept.
Fabricators	Memorandum of Agreement (MOA)
Gasoline Stations	Memorandum of Agreement (MOA) to declare Flammables, Volume capacity
Junkshops	Memorandum of Agreement (MOA) Waiver Current photo to show compliance to MOA conditions regarding orderliness
Lessors: [] Commercial [] Residential If building, number of stories: _____ Number of units for rent: _____	Memorandum of Agreement (MOA)
LPG Dealers	Fire Department Clearance
Manufacturers	Memorandum of Agreement (MOA) Stamped "Registered" by Health Dept.
Massage Parlor/Therapeutic and Reflexology clinics	Memorandum of Agreement (MOA) Stamped "Registered" by Health Dept.

Motor Shops/Repair Shops/Car Wash	Memorandum of Agreement (MOA) Waiver
Nightclubs	Memorandum of Agreement (MOA) Stamped "Registered" by Health Dept.
OTB/Betting Station (Number of stations: _____)	Memorandum of Agreement (MOA) Income Certificate from MJC or PRCI
Sari-sari Store	Memorandum of Agreement (MOA)
Soft drinks and Beer Dealer	Memorandum of Agreement (MOA)
Tailoring/Dress Shop (Number of machines:_____)	
Tennis Court and the like (Number of courts:_____)	
Towing Service	Waiver
Vending Machines (Number of units:_____)	
Warehouses	Memorandum of Agreement (MOA) state contents of warehouse, where income is declared
Water Refilling Station	Memorandum of Agreement (MOA) Certificate of Bacterial Test
Xerox/Copying (Number of units: _____)	
Others	

*If more than 20 employees, required to secure ECC (Environmental Compliance Certificate) from DENR.