

Republic of the Philippines
Roxas City, Capiz
Business Permit and Licensing Division

ANNOUNCEMENT
REQUIREMENTS IN SECURING BUSINESS PERMIT

(NEW)

1. **DTI Bus. Name Reg.** (for single proprietorship), **SEC Reg.** (for Partnership/Corp.)
2. **Brgy. Clearance** (for business)
3. **Zoning Clearance** (City Planning and Development Office)
4. **Sanitary Permit** (City Health Office)
5. **Cert. of Annual Inspection** (City Engineer's Office)
6. **Fire Safety Inspection Cert.** (Bureau of Fire Protection)
7. **Contract of Lease** (if space is rented)
8. **Community Tax cert.**
9. **Invested Capital (Php)**
10. **Others**

(RENEWAL)

1. **Brgy. Clearance** (for business)
2. **Zoning Clearance** (City Planning and Development Office)
3. **Sanitary Permit** (City Health Office)
4. **Cert. of Annual Inspection** (City Engineer's Office)
5. **Fire Safety Inspection Cert.** (Bureau of Fire Protection)
6. **BIR Forms** (2550Q, 2551M, 2550M) 1601-E from Jan. to Dec. previous year
7. **Community Tax Cert.**
8. **Cert. of Exemption** (for non-stock Non-profit business)
9. **Invested Capital (Php)**
10. **BIR Cert. of Reg. & previous year Mayor's Permit**
11. **Previous Year Audited Financial Statement**
12. **Others**

IMPORTANT TIPS: PLEASE PREPARE THE FOLLOWING REQUIREMENTS IN ADVANCE PRIOR TO SUBMISSION OF THE FILLED-UP BUSINESS PERMIT UNIFIED APPLICATION FORM.

1. **Zoning Clearance** (City Planning and Development Office)
2. **Sanitary Permit** (City Health Office)
3. **Cert. of Annual Inspection** (City Engineer's Office)
4. **Fire Safety Inspection Cert.** (Bureau of Fire Protection)

NOTE: BUSINESS PERMIT UNIFIED APPLICATION FORM CAN BE DOWNLOADED FROM THE OFFICIAL WESITE OF ROXAS CITY

@(www.roxascity.gov.ph) STREET MAP SATELLITE VIEW:(<http://www.maps-streetview.com/Philippines/Roxas-City/satelliteview.php>)