



Republic of the Philippines
 Province of Bulacan
 CITY OF MALOLOS
 OFFICE OF THE CITY ADMINISTRATOR
 BUSINESS PERMIT AND LICENSING DIVISION

Requirements for NEW Business Permit Application	
	Office
Application Form	Business Permit and Licensing Division
DTI Registration (For Single Proprietor)	Department of Trade and Industry
SEC Registration (For Partnership, Corporation)	Security and Exchange Commission
CDA Registration (For Cooperative)	Cooperative Development Authority
Zoning Clearance	City Planning and Development Office
Occupancy Permit/Engineering Clearance	Office of the City Engineer
Barangay Business Clearance	Barangay Hall (where the business is)
Mapuma Clearance (if within Malolos Public Market)	Malolos Public Market
Certificate of Title (If owned/not renting)	Owner of lot
Notarized Consent from the owner (if not renting)	Owner of lot
Notarized Contract of Lease (If Renting)	Lessor
Basis for computing tax (Sworn Declaration of Capital)	Notray Public
Inspection Report	BPLD Licensing Inspector
Authorization Letter if representative (for Single	Owner
Secretary's Certificate (for Corporation, Cooperative)	Corporate Secretary
Photocopy of Owner's Gov't issued ID of owner and	Owner and Representative
Community Tax Certificate (For Business)	City Tresurer's Office
Sanitary Permit	City Health Office
Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection
Other Requirements from Other Agencies (If applicable) see attached list	National Agencies/Office
Provincial Certificate of Non-Coverage or Provincial Environmental Compliance Certificate whichever is applicable. see attached list	Bulacan Environmental and Natural Resources Office (BENRO)
Environmental Compliance Certificate (if applicable)	Department of Environment and Natural Resources
Home Owners Association Permit (if applicable)	
Upgrading of actual use of land to the Assessor's Office (if applicable)	Assessor's Office