



**BUSINESS PERMITS AND
LICENSING OFFICE**

BOSS

BUSINESS ONE-STOP-SHOP

*Applying for permits, licenses and
certificates in 3 easy steps!*

1.  **SUBMIT**
2.  **PAY**
3.  **CLAIM**



"Our obligation to the past is to ensure a better future"

OFFICE SCHEDULE

MONDAY
7:30AM - 4:30PM

TUESDAY - FRIDAY
8:00AM - 5:00PM

NO NOON BREAK POLICY

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I. PROCEDURES IN SECURING PERMITS, LICENSES AND CERTIFICATES

STEP 1 SUBMIT	<p>Get the required application form at the Business Permits and Licensing Office, Vigan Culture and Trade Center (VCTC), Florentino St. cor Quezon Ave., Brgy. I. Vigan City.</p> <p>Accomplish said form and submit it together with the requirements. If there are no corrections or lacking documents, the BPLO shall receive, process and give order of payment.</p>
STEP 2 PAY	<p>Proceed to the Cashier/City Treasurer's Office for the computation and payment of taxes and fees.</p>
STEP 3 CLAIM	<p>Present Official Receipt as proof of payment to the BPLO and claim permit/License/certificate.</p>

II. BPLO SERVICES 1. FOR BUSINESS PERMITS

1.A. APPLICATION FOR NEW BUSINESS

(Ordinance No. 18, S. 2016, Executive Order No. 18, S. 2014 PD 1096, RA 9514, PD 856, RA 11032, (DILG & ARTA) JMC No. 2021-01 and Vigan City Citizen's Charter)

Requirements

- Accomplished Unified Application Form for Business Permit (2 copies)
- Barangay Business Clearance to be issued at the BPLO
- Proof of registration (whichever is applicable):
 - DTI Registration (for sole proprietorship);
 - SEC Articles of Incorporation (for all kinds of corporations);
 - CDA Registration (for cooperatives)
- Certificate of Non-Delinquency of Real Property on land and improvement/Certified Copy of O.R.
- Sanitary Permit and Health Certificate
- Annual Inspection Certificate
- Fire Safety Inspection Certificate
- Proof of right of applicant to use location as business address, which may include any of the following:
 - If owned, proof of ownership – Transfer Certificate of Title or Tax Declaration
 - *if multiple owners – Consent / Affidavit of co-owner/s
 - If not owned by the applicant – Contract of Lease, Memorandum of Agreement, or Affidavit of Consent to use the property owner
 - If tenant at VPM / VPMAT – Certificate of Award, Contract of Lease & VPM/VPMAT Clearance
- If representative:
 - Special Power of Attorney (SPA)
 - Any valid Government issued ID (of owner and representative)
- Additional Requirement/s (may vary depending on the line of business activity)

Fees:

- Computation of Business Tax due shall be computed on the declared capitalization
- Mayor's Permit Fee, Garbage Fee, Sanitary Inspection Fee, Barangay Clearance Fee, Fire Inspection Fee - Local, Annual Inspection Fee
- Environmental Fee - if applicable

1.B. APPLICATION FOR RENEWAL BUSINESS

(Ordinance No. 18, S. 2016, Executive Order No. 18, S. 2014 PD 1096, RA 9514, PD 856, RA 11032, JMC (DILG & ARTA) No. 2021-01 and Vigan City Citizen's Charter)

Requirements

- Accomplished Unified Application Form for Business Permit (2 copies)
- Certificate of Non-Delinquency of Real Property on land and improvement/Certified Copy of O.R.

- Sanitary Permit and Health Certificate
- Annual Inspection Certificate
- Fire Safety Inspection Certificate
- Proof of Annual Gross Sales or Receipts which may include:
 - Audited Financial Statements ("AFS") or
 - unaudited AFS for those who are not required to file AFS with the BIR or
 - Sworn declaration of gross sales or receipts or
 - Income Tax Returns
- Proof of right of applicant to use location as business address, which may include any of the following:
 - if owned, proof of ownership – Transfer Certificate of Title or Tax Declaration
 - *if multiple owners – Consent / Affidavit of co-owner/s
 - If not owned by the applicant – Contract of Lease, Memorandum of Agreement, or Affidavit of Consent to use the property owner
- If tenant at VPM / VPMAT – Certificate of Award, Contract of Lease & VPM/VPMAT Clearance
- If representative:
 - Special Power of Attorney (SPA)
 - Any valid Government issued ID (of owner and representative)
- Additional Requirement/s for Renewal (may vary depending on the line of business activity) in Original/Xerox Copy

Fees:

- Computation of Business Tax due shall be computed on the declared amount of Gross Sale Receipt
- Mayor's Permit Fee, Garbage Fee, Sanitary Inspection Fee, Barangay Clearance Fee, Fire Inspection Fee - Local, Annual Inspection Fee
- Environmental Fee - if applicable

1.C. APPLICATION FOR ADDITIONAL LINE OF BUSINESS/ES (SAME LOCATION/AREA)

(Ordinance No. 18, S. 2016, Executive Order No. 18, S. 2014, PD 856, RA 11032, (DILG & ARTA) JMC No. 2021-01 and Vigan City Citizen's Charter)

Requirements

- Accomplished Unified Application Form for Business Permit (2 copies) indicating the line of business that will be added
- Original Mayor's Permit for the current year
- For Additional Requirement/s (refer to Additional Requirements of No. 1. Processing of Application for New Business Permit) - if applicable

Fees:

- Computation of Business Tax due shall be computed on the declared capitalization
- Mayor's Permit Fee
- Environmental Fee - if applicable

1.D. APPLICATION FOR LINE OF BUSINESS/ES (IN CASE OF ADDITIONAL CHANGE OF AREA)

(Ordinance No. 18, S. 2016, PD 1096, RA 9514, PD 856, RA 11032 and JMC (DILG & ARTA) No. 2021-01 and Vigan City Citizen's Charter)

Requirements

- Same requirements with application for new business permit

Fees:

- Computation of Business Tax due shall be computed on the declared Capitalization
- Mayor's Permit Fee, Garbage Fee, Sanitary Inspection Fee, Barangay Clearance Fee, Fire Inspection Fee - Local, Annual Inspection Fee

- Sanitary Permit and Health Certificate
- Annual Inspection Certificate
- Fire Safety Inspection Certificate
- Proof of Annual Gross Sales or Receipts which may include:
 - Audited Financial Statements ("AFS") or
 - unaudited AFS for those who are not required to file AFS with the BIR or
 - Sworn declaration of gross sales or receipts or
 - Income Tax Returns
- Proof of right of applicant to use location as business address, which may include any of the following:
 - if owned, proof of ownership – Transfer Certificate of Title or Tax Declaration
 - *if multiple owners – Consent / Affidavit of co-owner/s
 - If not owned by the applicant – Contract of Lease, Memorandum of Agreement, or Affidavit of Consent to use the property owner
- If tenant at VPM / VPMAT – Certificate of Award, Contract of Lease & VPM/VPMAT Clearance
- If representative:
 - Special Power of Attorney (SPA)
 - Any valid Government issued ID (of owner and representative)
- Additional Requirement/s for Renewal (may vary depending on the line of business activity) in Original/Xerox Copy

Fees:

- Computation of Business Tax due shall be computed on the declared amount of Gross Sale Receipt
- Mayor's Permit Fee, Garbage Fee, Sanitary Inspection Fee, Barangay Clearance Fee, Fire Inspection Fee - Local, Annual Inspection Fee
- Environmental Fee - if applicable

1.C. APPLICATION FOR ADDITIONAL LINE OF BUSINESS/ES (SAME LOCATION/AREA)

(Ordinance No. 18, S. 2016, Executive Order No. 18, S. 2014, PD 856, RA 11032, (DILG & ARTA) JMC No. 2021-01 and Vigan City Citizen's Charter)

Requirements

- Accomplished Unified Application Form for Business Permit (2 copies) indicating the line of business that will be added
- Original Mayor's Permit for the current year
- For Additional Requirement/s (refer to Additional Requirements of No. 1. Processing of Application for New Business Permit) - if applicable

Fees:

- Computation of Business Tax due shall be computed on the declared capitalization
- Mayor's Permit Fee
- Environmental Fee - if applicable

1.D. APPLICATION FOR LINE OF BUSINESS/ES (IN CASE OF ADDITIONAL CHANGE OF AREA)

(Ordinance No. 18, S. 2016, PD 1096, RA 9514, PD 856, RA 11032 and JMC (DILG & ARTA) No. 2021-01 and Vigan City Citizen's Charter)

Requirements

- Same requirements with application for new business permit

Fees:

- Computation of Business Tax due shall be computed on the declared Capitalization
- Mayor's Permit Fee, Garbage Fee, Sanitary Inspection Fee, Barangay Clearance Fee, Fire Inspection Fee - Local, Annual Inspection Fee

1.E. APPLICATION FOR CHANGE OF BUSINESS NAME

(Ordinance No. 18, S. 2016 and Vigan City Citizen's Charter)

Requirements

- Accomplished Unified Application Form for Business Permit (2 copies)
- Original Business Permit for the current year
- DTI Certificate of Registration
- If representative:
 - Special Power of Attorney (SPA)
 - Any valid Government issued ID (of owner and representative)

Fee:

Php 100.00

1.F. APPLICATION FOR TRANSFER OF LOCATION/BUSINESS ADDRESS

(Ordinance No. 18, S. 2016, PD 1096, RA 9514, PD 856, RA 11032 and (DILG & ARTA) JMC No. 2021-01 and Vigan City Citizen's Charter)

Requirements

- Accomplished Unified Application Form for Business Permit (2 copies)
- Barangay Business Clearance
- Annual Inspection Certificate
- Fire Safety Inspection Certificate (FSIC)
- Sanitary Permit & Health ID
- Certificate of Non-Delinquency
- If representative:
 - Special Power of Attorney (SPA)
 - Any valid Government issued ID (of owner and representative)
- Contract of Lease (if lessee)
- Clearance (if lessee at VPM and VPM Terminal Annex)
- Affidavit of Consent (if place of business is not owned and free of use)
- Original Copy of Mayor's Permit
- Location of business (Sketch/Map)
- DTI Certificate of Registration (For Single Proprietorship) - if applicable

Fees:

- Computation of Business Tax due shall be computed on the declared amount of Gross Sale Receipt
- Mayor's Permit Fee, Garbage Fee, Sanitary Inspection Fee, Barangay Clearance Fee, Fire Inspection Fee - Local, Annual Inspection Fee
- Environmental Fee - if applicable

1.G. APPLICATION FOR RETIREMENT OF BUSINESS

(Ordinance No. 18, S. 2016 and Vigan City Citizen's Charter)

Requirements

- Accomplished Application Form for Retirement of Business (2 copies)
- Sworn Statement of Gross Sales & Receipt, indicate the reason and date of retirement (2 copies) VAT or Percentage Tax Payments (2 copies)
- Original Mayor's Permit/Business Permit and official receipt issued by the Treasury Department
- Sales Book
- Board Resolution regarding closure (for corporation)
- Return the business plate and obtain an Affidavit of Loss in the event it is lost.
- Certificate of Business Closure from the Barangay Chairman

- If representative:
 - Special Power of Attorney (SPA)
 - Any valid Government issued ID (of owner and representative)

Fee:

Computation of Business Tax due shall be computed on the declared amount of Gross Sale Receipt

1.H. APPLICATION FOR SPECIAL BUSINESS PERMIT

(Ordinance No. 18, S. 2016, RA 9514, PD 856 and Vigan City Citizen's Charter)

Requirements

- Accomplished Unified Application Form for Business Permit (2 copies)
- Request letter for Special Permit
- Barangay Business Clearance (Location of Business)
- Proof of right of applicant to use location as business address, which may include any of the following:
 - If owned, proof of ownership – Transfer Certificate of Title or Tax Declaration
 - *if multiple owners – Consent / Affidavit of co-owner/s
 - If not owned by the applicant – Contract of Lease, Memorandum of Agreement, or Affidavit of Consent to use the property owner
 - If tenant at VPM / VPMAT – Certificate of Award, Contract of Lease & VPM/VPMAT Clearance
- City Health Office (CHO) - Health Certificate
- If representative:
 - Special Power of Attorney (SPA)
 - Any valid Government issued ID (of owner and representative)
- Other Requirements (May vary depending on the line of business activity)

Fees:

- Computation of Business Tax depends on the declared Gross Sales or Receipts
- Mayor's Permit Fee, Garbage Fee, Sanitary Permit Fee, Barangay Clearance Fee (Please see attached list of Fees)

2. FOR PUV PERMITS

2.A. APPLICATION FOR PUBLIC UTILITY VEHICLE (BUS, JEEPNEY, VAN)

(Ordinance No. 18, S. 2016, Vigan Traffic and Transportation Code and Ordinance No. 28, S. 2023 and Vigan City Citizen's Charter)

Requirements

- | | |
|---|---|
| <ul style="list-style-type: none"> • Accomplished Application Form for PUV (2 copies) • Barangay Clearance • Community Tax Certificate (Cedula) • Certificate of Registration from Land Transportation Office (original) • Official Receipt from Land Transportation Office (original) | <ul style="list-style-type: none"> • Franchise to Operate (LTFRB) (original) • Franchise Verification (LTFRB) (original) • Professional Driver's License (original) • Certificate of Compliance from (City Public Safety Office) • Health Certificate of Driver and Conductor (City Health Office) • Terminal Clearance (Vigan Public Market Annex) |
|---|---|

Fees:

	Vigan Resident	Non-Vigan Resident	<u>Surcharge (for late payments)</u>
BUS	960.00	1,050.00	Php 112.50
VAN	910.00	1,000.00	Php 100.00
JEEP	810.00	900.00	Php 75.00

2.B. APPLICATION FOR TRICYCLE-FOR-HIRE PERMIT

(Ordinance No. 18, S. 2016, Vigan Traffic and Transportation Code, Ordinance No. 17, S. 2019, Ordinance No. 39, S. 2021, Ordinance No. 28, S. 2023 and Vigan City Citizen's Charter)

Requirements

- Accomplished Application Form for Tricycle-For-Hire (2 copies)
- Previous Mayor's Permit
- Barangay Clearance
- Community Tax Certificate (Cedula)
- Certificate of Registration from Land Transportation Office
- Official Receipt from Land Transportation Office
- Motorized Tricycle Operator's Permit (Franchise)
- Driver's License (Photocopy)
- Driver's Permit
- Certificate of Compliance from Public Safety and Traffic Management Division

Fees:

Php350.00

Surcharge - Php50.00 (for late payment)

2.C. APPLICATION FOR CALESA-FOR-HIRE

(Ordinance No. 18, S. 2016, Vigan Traffic and Transportation Code, Ordinance No. 17, S. 2019, Ordinance No. 28, S. 2023 and Vigan City Citizen's Charter)

Requirements

- Accomplished Application Form for Calesa-For-Hire (2 copies)
- Barangay Clearance
- Community Tax Certificate (Cedula)
- Cuchero License
- Certificate of Compliance (City Public Safety Division)
- Health Certificate (City Veterinary Office)

Fees:

Vigan Resident - Php 560.00

Non-Vigan Resident - Php 650.00

Surcharge: Php 25.00 (for late payment)

2.D. APPLICATION FOR TRICYCLE DRIVER'S PERMIT

(Ordinance No. 18, S. 2016, Ordinance No. 18, S. 2014 and Vigan City Citizen's Charter)

Requirements

Vigan Resident

- Accomplished Application Form for Driver's Permit (2 copies)
- Previous Driver's Permit
- Barangay Clearance
- Community Tax Certificate (Cedula)
- Professional Driver's License photocopy)
- Police Clearance
- Health Certificate (City Health Office)
- Personal Appearance

Fee: Free

Non-Vigan Resident

- Accomplished Application Form for Driver's Permit (2 copies)
- Previous Driver's Permit
- Barangay Clearance
- Community Tax Certificate (Cedula)
- Professional Driver's License photocopy)
- NBI Clearance
- Health Certificate (City Health Office)
- Personal Appearance

Fee: Php 150.00

2.E. APPLICATION FOR CUCHERO LICENSE

(Ordinance No. 18, S. 2016, Ordinance No. 8, S. 2013 and Vigan City Citizen's Charter)

Requirements

- Accomplished Application Form for Cuchero License (2 copies)
- Barangay Clearance
- Community Tax Certificate (Cedula)
- Certificate of Compliance (City Public Safety Division)
- Health Certificate (City Health Office)
- Personal Appearance

Fee: Php 100.00

3. OTHER PERMITS

3.A. APPLICATION FOR OCCUPATIONAL/WORKING PERMIT

(Ordinance No. 18, S. 2016, (DILG & ARTA) JMC No. 2021-01 and Vigan Citizen's Charter)

Requirements

- Accomplished Application Form for Work Permit (2 copies)
- Barangay Clearance
- Community Tax Certificate (Cedula)
- NBI Clearance or Police Clearance
- Health Certificate (City Health Office)
- Personal Appearance

Additional Requirements for Employees under 18 years old:

- Parental Consent
- Birth Certificate/Baptismal Certificate
- Valid ID of Parent/Guardian giving consent

Fee: FREE

3.B. REQUEST FOR PERMIT TO CONDUCT OF MOTORCADE, PARADE & SPORTING EVENTS

(Ordinance No. 14, S. 2014, Ordinance No. 18, S. 2016 and Vigan City Citizen's Charter)

Requirements

- Request Form
- Certificate of Compliance (Public Safety Division)
- CSWDO Permit (For Fun Run/Sporting Events)

Fees:

Business Establishments

Located in Vigan	Php 1,000.00
Located outside Vigan	Php 2,000.00

Schools

Located in Vigan	Php 500.00
Located outside Vigan	Php 1,000.00

Government Agencies

Located in Vigan	Php 500.00
Located outside Vigan	Php 1,000.00

Non-Government Organization

People's Organization/Civic Organization

Accredited	Php 500.00
Non-Accredited	Php 1,000.00
Private Individual (Vigan Resident)	Php 1,000.00
Private Individual (Non-Vigan Resident)	Php 2,000.00

Sporting Events

Competition	Php 1,000.00
Advocacy Campaign	Php 500.00

Fees for Escort/Marshal

Vigan: Motorcycle	Php 200.00
Metro Vigan Route: Car	Php 500.00

3.C. REQUEST FOR PERMIT TO DISPLAY/POST/HANG OF STREAMERS

(Ordinance No. 1, S. 2017 as amended by Ordinance No. 21, S. 2015, Ordinance No. 18, S. 2016 and Vigan City Citizen's Charter)

Requirements

- Request Form
- Photocopy of Sample Streamer or Poster

Fees:

Vigan Resident

- Php150.00/Streamer/Week

Non-Vigan Resident

- Php500.00/Streamer/Week

Cash Bond

- Php500.00/Streamer

3.D. REQUEST FOR PERMIT TO USE OF THE STREETS, STREET DINING & CONDUCT OF STREET EVENTS

(Ordinance No. 18, S. 2016, Ordinance No. 11, S. 2012 and Vigan City Citizen's Charter)

Requirements

- Request Form
- For Staging a Concert
 - Notarized undertaking Form (Undertake that Artist/s will perform only the list of songs submitted to the BPLO)
- Contingency Plan
 - a. Stand-by Ambulance
 - b. First Aid
 - c. Crowd Control Assistance
 - d. Other Safety Measures as determined by the implementing agency
- Certificate of Compliance (from Public Safety Division)

Fees:

Street Events Regulatory Fee - Php 14,500.00

Refundable Cash Bond - Php 14,500.00

Restaurants & other Establishment - Php 7,250.00

Coffee Shops, Cafeteria and the like that serve Light meals - Php 725.00

3.E. REQUEST FOR PERMIT TO CONDUCT FILM MAKING AND SHOOTING OF FILM

(Ordinance No. 1, S. 1982 as amended by Ordinance No. 3, S. 1996 & Ordinance No. 18, S. 2016, Ordinance No. 11, 2012 and Vigan City Citizen's Charter)

Requirements

- Request Form
- Certificate of Compliance (Public Safety Division)
- Use/Closure of the Street (refer to Ordinance No. 18 s. of 2016)

Fees:

Movies -Php 72,500.00 (refer to Ordinance No. 18 s. of 2016)

Telemovies and Advertising Films - Php 36,250.00

Television Shows in Segment or in while - Php 21,750.00

Documentaries (except for Government office or Agency, Students/Educational Institutions) - Php 21,750.00

Use or Closure of the Street Regulatory Fee - Php 14,500.00

Cash Bond - Php 14,500.00

Additional Fees: Php 1,450.00/day of shooting

3.F. REQUEST FOR COCKFIGHTING PERMIT

(Ordinance No. 18, S. 2016, Ordinance No. 9, S. 1996 and Vigan City Citizen's Charter)

Requirements

- Request Form
- Barangay Resolution
- CSWDO Permit

Fee:

Php 150.00

3.G. REQUEST FOR PERMIT TO BURY AT THE VIGAN PUBLIC CEMETERY

(Ordinance No. 18, S. 2016 and Vigan City Citizen's Charter)

Requirements

- Request Form
- Death Certificate

Fee: Php 150.00

4. CERTIFICATIONS AND RECONSTRUCTION OF PERMITS

4.A. REQUEST FOR CERTIFICATION OF BUSINESS RECORD (WITH OR WITH NO RECORD)

(Ordinance No. 18, S. 2016, Ordinance No. 11, S. 2005, (DILG & ARTA) JMC No. 2021-01 and Vigan City Citizen's Charter)

Requirements

- Request Form for Certification of With or With no Business Record (2 Copies)

Additional Requirements for With Record:

- Photocopy of ID of the requestor and/or its Manager or President
- If representative:
 - Special Power of Attorney (SPA)
 - Any valid Government issued ID (of owner and representative)

Fee:

Php 100.00

4.B. REQUEST FOR PERMIT RECONSTRUCTION/DUPLICATE COPY OF PERMIT

(Ordinance No. 18, S. 2016 and Vigan City Citizen's Charter)

Requirements

- Request Form
- Affidavit of Loss
- If representative:
 - Special Power of Attorney (SPA)
 - Any valid Government issued ID (of owner and representative)

Fee:

Php 100.00

4.C. REQUEST FOR CERTIFIED TRUE COPY OF BUSINESS PERMIT

(Ordinance No. 18, S. 2016 and Vigan City Citizen's Charter)

Requirements

- Accomplished Unified Application Form for Business Permit (2 copies)
- In case of representatives: Letter Request, Authorization Letter with owner, manager and/or President's signature or Secretary Certificate, if corporation
- Original and photocopy of the Business/Mayor's Permit and/or Barangay Clearance to be certified. Notarized Affidavit of Loss in case of loss Business/Mayor's Permit and/or Barangay Clearance

Note: Provided in case the BPLO has a copy of the Applicant's Business Permit, the business registration number should already suffice.

- Photocopy of ID of the requesting owner, manager and/or President of the establishment. In case of representatives: ID of the person giving authorities and ID of the authorized representative.
- For Corporation - Duly Authorized Representative, Proof of Incorporator (i.e. SEC General Information Sheet/GIS)

Fee:

Php 100.00

5. DELIVERY STICKER

5.A. REQUEST FOR STICKER OF DELIVERY VEHICLE

(Ordinance No. 18, S. 2016 and Vigan City Citizen's Charter)

Requirements

- Request Form
- LTO Certificate of Registration
- LTO Official Receipt
- Driver's License

Fees:

Delivery Truck/Van - Php 550.00

Motorized Delivery Vehicle - Php 500.00

III. EMERGENCY HOTLINES

AMBULANCE 0917-104-1803
PUBLIC SAFETY 0917-103-2784

BUREAU OF FIRE PROTECTION 0917-187-3911
PHILIPPINE NATIONAL POLICE 0917-860-7316

IV. Reminder!

Renewal Period:

1. **For Business** January - February. If the deadline falls on a weekends and holiday, please settle your account before the stated dates below:

- 1st. Qtr. - Last working day of February
- 2nd Qtr. - April 20
- 3rd Qtr. - July 20
- 4th Qtr. - October 20

Failure to renew the Business/Mayor's Permit within the prescribed period shall subject the taxpayer to a twenty-five percent (25%) surcharge per quarter and two percent (2%) interest per month. In case of closure of business surrender the permit and business plate to the BPLO for the official statement.

2. **For Calesa, Van, Jeepney and Bus** registration renewal period is January-February; registration submitted beyond the last working day of February shall incur a 25% surcharge.

3. **For Tricycle-For-Hire** renewal periods are determined by the ending of the Franchise Body number; For example, 0001 covers January 2-31, 0002 covers February 1-28, and so forth. there will be Php 50.00 surcharge for registration made after renewal period.

*If the last day for filing of applications for renewal falls on a weekend, or holiday, applications must be submitted on the working day immediately prior the holiday or weekend.

Prepared by:

GLEND A C. RIMAY
Licensing Officer IV

Reviewed by:

ATTY. PERT ALAGANO
OIC-City Legal Officer

Approved by:

RANDY V. SINGSON
City Mayor

Other Requirements for Business Permits
List of Certificates/Clearances from other Offices
and National Government Agencies for the
following Line of Businesses

FOR NEW BUSINESS

LINE OF BUSINESS	CLEARANCES/ CERTIFICATES/PERMITS NEEDED	ISSUING OFFICE
1. Airconditioning, Automotive Repair, Banking (with 16KVA Genset), Clinic & Hospital, Crematorium, Dialysis Clinic, Emission Testing, Fastfood, Funeral Parlor, Gasoline, Hog Farm, Hollow blocks Manufacturing & Retailing, Hospital, Hotel, Junkshop, Laboratory, Laundry Shop, Motor Works Repair, Piggery, Polyclinic and Multi Specialist, Rice Mill, Sand & Gravel, Taho Distributor, Ultra Sound Center, and Veterinary	Environmental Clearance	City Environment and Natural Resources Office (CENRO), Vigan City
2. Agricultural/Farm/Supply and Veterinary Products	Certificate of Registration	Department of Agriculture (DA)
3. Animal Facilities	Certificate of Registration	Bureau of Animal Industry
4. Cockpit Arena	Sangguniang Panlungsod Resolution	Sangguniang Panlungsod, Vigan City
5. Cell sites	Refer to ARTA JMC 01-2020	
6. Drugstores	License to Operate	Food and Drug Administration (FDA)/City Health Office, Vigan City
a. Drugstore and Drug Testing Laboratory	Accreditation Certificate	Department of Health (DOH)/City Health Office, Vigan City
7. Firecrackers and Pyrotechnic Device	Permit to sell	Philippine National Police (PNP), Regional Civil Security Unit I
8. Food Supplements	License to Operate and Certificate of Product Registration	Food and Drug Administration (FDA)/City Health Office, Vigan City

FOR NEW BUSINESS

LINE OF BUSINESS	CLEARANCES/ CERTIFICATES/PERMITS NEEDED	ISSUING OFFICE
9. Funeral Homes/Parlors	Training Certificate and License of Undertaker and Embalmer	Department of Health (DOH)/City Health Office, Vigan City
10. General Specialty and Engineering Contractor	Contractor's License	Philippine Contractors Accreditation Board (PCAB)
11. Hospitals and Maternity Clinics	License to Operate	Department of Health (DOH)/City Health Office, Vigan City
12. Insurance Service	Contract of Agency/Agent's License	National Insurance Commission (NIC)
13. Lending/Financing Institutions, Pawnshops and all Money Service Businesses	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas
a. Lending/Financing Institutions for Branch Office	Certificate of Authority to Operate a Branch, Extension Office or Satellite Office	Securities and Exchange Commission
14. LPG Dealer	Application to Supply Natural Gas	Department of Energy
15. Manpower Agencies with paid up capital of at least Php5,000,000.	License to Operate a Private Recruitment and Placement Agency and Authority to Establish a Branch	DOLE Regional Office/Department of Migrant Workers (DMW)
16. Meat Establishment (for fresh and processed meat products)	Veterinary Clearance	City Veterinary Office, Vigan City
a. Meat Establishment (for fresh meat)	Butcher's License &/or Meat Handler's License	City Slaughterhouse Office, Vigan City
17. Medical Devices (License to Operate)	License to Operate	Food and Drug Administration (FDA)/City Health Office, Vigan City
18. Messengerial and Courier Services	Certificate of Authority	Department of Transportation
19. Pest Control Services	Pest Control License	Fertilizer and Pesticide Authority
a. Pesticides and Fertilizers	License to Operate	
20. Pre-School, Elementary and High School	Permit to Operate	Department of Education (DepEd) Division Office and Regional Office Food and Drug Administration (FDA)/City Health Office, Vigan City
21. Processed Foods	License to Operate and Certificate of Product Registration	
22. Real Estate Broker	License	Department of Trade and Industry (DTI) or Professional Regulatory Board

FOR NEW BUSINESS

LINE OF BUSINESS	CLEARANCES/ CERTIFICATES/PERMITS NEEDED	ISSUING OFFICE
23. Rent-a-Car and Transportation Services	Franchise/Certificate of Public Conveyance	Land Transportation Franchising and Regulatory Board (LTFRB)
24. Repair Shops like Cellphone, Computer, Electrical, Electronic, Machine, Motorcycle, Tricycle	Certificate of Accreditation	Department of Trade and Industry (DTI)
25. Review Center	Authority to Establish and Operate	Commission on Higher Education (CHED)
26. Security Agencies	License to Operate	Camp Crame
27. Spa/Massage Clinic	Certificate of Training of Therapist of Masseur/Masseuse and License of Therapist or Masseur/Masseuse	Department of Health (DOH)/City Health Office, Vigan City and Technical Education and Skills Development Authority (TESDA)
28. STL (Small Town Lottery)	(License to Operate and Sangguniang Panlungsod Resolution	Philippine Charity and Sweepstakes Office and Sangguniang Panlungsod Office, Vigan City
29. Telecommunications Firms a. Telecommunication Firms, Cellphone Trading and Services and Radio Stations	License to Operate Certificate of Registration	National Telecommunications Commission
30. Toys and Childcare Articles	License to Operate and Certificate of Product Registration	Food and Drug Administration (FDA)/City Health Office, Vigan City
31. Training Center	Certificate of Accreditation	Technical Education and Skills Development Authority (TESDA)
32. Travel and Tour and Accommodations Establishments	Accreditation Certificate and Registration	Department of Tourism (DOT)
33. Water Refilling Stations	Water Analysis Results	City Health Office, Vigan City/Department of Science and Technology

FOR RENEWAL OF BUSINESS

LINE OF BUSINESS	CLEARANCES/ CERTIFICATES/PERMITS NEEDED	ISSUING OFFICE
1. Airconditioning, Automotive Repair, Banking (with 16KVA Genset), Clinic & Hospital, Crematorium, Dialysis Clinic, Emission Testing, Fast-food, Funeral Parlor, Gasoline, Hog Farm, Hollow blocks Manufacturing & Retailing, Hospital, Hotel, Junkshop, Laboratory, Laundry Shop, Motor Works Repair, Piggery, Polyclinic and Multi Specialist, Rice Mill, Sand & Gravel, Taho Distributor, Ultra Sound Center, and Veterinary	Clearance	City Environment and Natural Resources Office (CENRO), Vigan City
2. Drugstore and Drug Testing Laboratory	Accreditation Certificate	Department of Health (DOH)/City Health Office, Vigan City
3. Firecrackers and Pyrotechnic Device	Permit to Sell	Philippine National Police (PNP), Regional Civil Security Unit I
4. Food Supplements	License to Operate and Certificate of Product Registration	Food and Drug Administration (FDA)/City Health Office, Vigan City
5. Hospitals and Maternity Clinics	License to Operate	Department of Health (DOH)/City Health Office, Vigan City
6. Household/Urban Pesticides	License to Operate & Certificate of Product Registration	Food and Drug Administration (FDA)/City Health Office, Vigan City
7. Meat Establishment (for fresh and processed meat)	Veterinary Clearance	City Veterinary Office, Vigan City
a. Meat Establishment (for fresh meat)	Butcher's License &/or Meat Handler's License	City Slaughterhouse Office, Vigan City
8. Medical Devices	License to Operate	Food and Drug Administration (FDA)/City Health Office
9. Pest Control Services	Pest Control License Pesticides and Fertilizers License to Operate	Fertilizer and Pesticide Authority

FOR RENEWAL OF BUSINESS

LINE OF BUSINESS

CLEARANCES/ CERTIFICATES/PERMITS NEEDED

ISSUING OFFICE

10. Pre-School, Elementary and High School	Permit to Operate	Department of Education (DepEd) Division Office and Regional Office
11. Processed Foods	License to Operate and Certificate of Product Registration	Food and Drug Administration (FDA)/City Health Office, Vigan City
12. Rent-a-Car and Transportation Services	Franchise/Certificate of Public Conveyance	Land Transportation Franchising and Regulatory Board (LTFRB)
13. Repair Shops like Cellphone, Computer, Electrical, Electronic, Machine, Motorcycle, Tricycle	Certificate of Accreditation	Department of Trade and Industry (DTI)
14. Security Agencies	License to Operate	Camp Crame
15. Toys and Childcare Articles	License to Operate and Certificate of Product Registration	Food and Drug Administration (FDA)/City Health Office, Vigan City
16. Training Center	Certificate of Accreditation	Technical Education and Skills Development Authority (TESDA)
17. Travel and Tour and Accommodations Establishments	Accreditation Certificate and Registration	Department of Tourism (DOT)
18. Water Refilling Stations	Water Analysis Results	City Health Office, Vigan City/Department of Science and Technology

Other Requirements for Business Permits Related to the Following Kinds of Business Activities

FOR NEW BUSINESS

KINDS OF BUSINESS ACTIVITIES

WHERE TO SECURE

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|--|---|
| 1. All establishments (Fire Safety Inspection Certificate) | Local Bureau of Fire Protection, Vigan City |
| 2. Ammunition and Gun Store, Detective and Security Services, Firecrackers and Pyrotechnic Device (License to Operate) | Philippine National Police (PNP), Crame |
| 3. Airconditioning, Automotive Repair, Banking (with 16KVA Genset), Clinic & Hospital, Crematorium, Dialysis Clinic, Emission Testing, Fastfood, Funeral Parlor, Gasoline, Hog Farm, Hollow blocks Manufacturing & Retailing, Hospital, Hotel, Junkshop, Laboratory, Laundry Shop, Motor Works Repair, Piggery, Polyclinic and Multi Specialist, Rice Mill, Sand & Gravel, Tahoe Distributor, Ultra Sound Center, and Veterinary (Environmental Clearance) | City Environment and Natural Resources Office (CENRO), Vigan City |
| 4. Agricultural/Farm/Supply and Veterinary Products (Certificate of Registration) | Department of Agriculture (DA) |
| 5. Animal Facilities (Certificate of Registration) | Bureau of Animal Industry |
| 6. Cockpit Arena (Sangguniang Panlungsod Resolution) every 2 years | Sangguniang Panlungsod, Vigan City |
| 7. Cell sites (Refer to ARTA JMC 01-2020) | |
| 8. Day Care Service (License to Operate) | Department of Education (DepEd) |
| 9. Drugstores (License to Operate) | Food and Drug Administration (FDA)/City Health Office, Vigan City |
| A. Drugstore and Drug Testing Laboratory (Accreditation Certificate) | Department of Health (DOH)/City Health Office, Vigan City |
| 10. Food Supplements (License to Operate and Certificate of Product Registration) | Food and Drug Administration (FDA)/City Health Office, Vigan City |
| 11. Funeral Homes/Parlors (Training Certificate and License of Undertaker and Embalmer) | Department of Health (DOH)/City Health Office, Vigan City |

12. General Specialty and Engineering Contractor (Contractor's License)	Philippine Contractors Accreditation Board (PCAB)
13. Hospitals and Maternity Clinics (License to Operate)	Department of Health (DOH)/City Health Office, Vigan City
14. Insurance Service ((Contract of Agency/Agent's License)	National Insurance Commission (NIC)
15. Lending/Financing Institutions, Pawnshops and all Money Service Businesses (Certificate of Authority to Operate)	Bangko Sentral ng Pilipinas
a. Lending/Financing Institutions for Branch Office (Certificate of Authority to Operate a Branch, Extension Office or Satellite Office)	Securities and Exchange Commission
16. LPG Dealer (Application to Supply Natural Gas)	Department of Energy
17. Manpower Agencies with paid up capital of at least Php5,000,000. (License to Operate a Private Recruitment and Placement Agency) and (Authority to Establish a Branch)	DOLE Regional Office/Department of Migrant Workers (DMW)
18. Meat Establishment (for fresh and processed meat products) (Veterinary Clearance)	City Veterinary Office, Vigan City
a. Meat Establishment (for fresh meat) (Butcher's License &/or Meat Handler's License)	City Slaughterhouse Office, Vigan City
19. Medical Devices (License to Operate)	Food and Drug Administration (FDA)/City Health Office, Vigan City
20. Messengerial and Courier Services	Department of Transportation and Communication (DOTC)
21. Pest Control Services (Pest Control License)	Fertilizer and Pesticide Authority
a. Pesticides and Fertilizers (License to Operate)	
22. Pre-School, Elementary and High School (Permit to Operate)	Department of Education (DepEd) Division Office and Regional Office
23. Processed Foods (License to Operate and Certificate of Product Registration)	Food and Drug Administration (FDA)/City Health Office, Vigan City
24. Real Estate Broker (License)	Department of Trade and Industry (DTI) or Professional Regulatory Board
25. Rent-a-Car and Transportation Services (Franchise/Certificate of Public Conveyance)	Land Transportation Franchising and Regulatory Board (LTFRB)
26. Repair Shops like Cellphone, Computer, Electrical, Electronic, Machine, Motorcycle, Tricycle (Certificate of Accreditation)	Department of Trade and Industry (DTI)
27. Review Center (Authority to Establish and Operate)	Commission on Higher Education (CHED)

28. Security Agencies (National License)	PCSUCIA
29. Spa/Massage Clinic (Certificate of Training of Therapist of Masseur/Masseuse and License of Therapist or Masseur/Masseuse)	Department of Health (DOH)/City Health Office, Vigan City and Technical Education and Skills Development Authority (TESDA)
30. STL (Small Town Lottery) (License to Operate) and (Sangguniang Panlungsod Resolution)	Philippine Charity and Sweepstakes Office and Sangguniang Panlungsod Office, Vigan City
31. Telecommunications Firms (License to Operate)	National Telecommunications Commission
a. Telecommunication Firms, Cellphone Trading and Services and Radio Stations (Certificate of Registration)	
32. Toys and Childcare Articles (License to Operate and Certificate of Product Registration)	Food and Drug Administration (FDA)/City Health Office, Vigan City
33. Training Center (Certificate of Accreditation)	Technical Education and Skills Development Authority (TESDA)
34. Travel and Tour and Accommodations Establishments (Accreditation Certificate and Registration)	Department of Tourism (DOT)
35. Water Refilling Stations (Water Analysis Results)	City Health Office, Vigan City/Department of Science and Technology

FOR RENEWAL OF BUSINESS

KINDS OF BUSINESS ACTIVITIES

WHERE TO SECURE

1.All establishments (Fire Safety Inspection Certificate)	Local Bureau of Fire Protection (BFP)
2.Ammunition and Gun Store, Detective and Security Services, Firecrackers and Pyrotechnic Device (License to Operate)	Philippine National Police (PNP), Camp Crame
3.Airconditioning, Automotive Repair, Banking (with 16KVA Genset), Clinic & Hospital, Crematorium, Dialysis Clinic, Emission Testing, Fast-food, Funeral Parlor, Gasoline, Hog Farm, Hollow blocks Manufacturing & Retailing, Hospital, Hotel, Junkshop, Laboratory, Laundry Shop, Motor Works Repair, Piggery, Polyclinic and Multi Specialist, Rice Mill, Sand & Gravel, Tahoe Distributor, Ultra Sound Center, and Veterinary (Clearance)	City Environment and Natural Resources Office (CENRO), Vigan City
4.Drugstore and Drug Testing Laboratory (Accreditation Certificate)	Department of Health (DOH)/City Health Office, Vigan City

5. Food Supplements (License to Operate and Certificate of Product Registration)	Food and Drug Administration (FDA)/City Health Office, Vigan City
6. Hospitals and Maternity Clinics (License to Operate)	Department of Health (DOH)/City Health Office, Vigan City
7. Household/Urban Pesticides (License to Operate & Certificate of Product Registration)	Food and Drug Administration (FDA)/City Health Office, Vigan City
8. Meat Establishment (for fresh and processed meat) (Veterinary Clearance)	City Veterinary Office, Vigan City
a. Meat Establishment (for fresh meat) (Butcher's License &/or Meat Handler's License)	City Slaughterhouse Office, Vigan City
9. Medical Devices (License to Operate)	Food and Drug Administration (FDA)/City Health Office
10. Pest Control Services (Pest Control License) Pesticides and Fertilizers (License to Operate)	Fertilizer and Pesticide Authority
11. Pre-School, Elementary and High School (Permit to Operate)	Department of Education (DepEd) Division Office and Regional Office
12. Processed Foods (License to Operate and Certificate of Product Registration)	Food and Drug Administration (FDA)/City Health Office, Vigan City
13. Rent-a-Car and Transportation Services (Franchise/Certificate of Public Conveyance)	Land Transportation Franchising and Regulatory Board (LTFRB)
14. Repair Shops like Cellphone, Computer, Electrical, Electronic, Machine, Motorcycle, Tricycle (Certificate of Accreditation)	Department of Trade and Industry (DTI)
15. Security Agencies (National License)	PCSUCIA
16. Toys and Childcare Articles (License to Operate and Certificate of Product Registration)	Food and Drug Administration (FDA)/City Health Office, Vigan City
17. Training Center (Certificate of Accreditation)	Technical Education and Skills Development Authority (TESDA)
18. Travel and Tour and Accommodations Establishments (Accreditation Certificate and Registration)	Department of Tourism (DOT)
19. Water Refilling Stations (Water Analysis Results)	City Health Office, Vigan City/Department of Science and Technology

Other Requirements for Business Permit

FOR NEW BUSINESS

Checklist of Other Requirements

- All establishments (Fire Safety Inspection Certificate)
- Ammunition and Gun Store, Detective and Security Services, Firecrackers and Pyrotechnic Device (License to Operate)
- Air-conditioning, Automotive Repair, Banking (with 16KVA Genset), Clinic & Hospital, Crematorium, Dialysis Clinic, Emission Testing, Fast-food, Funeral Parlor, Gasoline, Hog Farm, Hollow blocks Manufacturing & Retailing, Hospital, Hotel, Junkshop, Laboratory, Laundry Shop, Motor Works Repair, Piggery, Polyclinic and Multi Specialist, Rice Mill, Sand & Gravel, Tahoe Distributor, Ultra Sound Center, and Veterinary (Environmental Clearance)
- Agricultural/Farm/Supply and Veterinary Products (Certificate of Registration)
- Animal Facilities (Certificate of Registration)
- Brokers/Merchants involved in the sale of commodities for future transactions (Future Commodity Merchant/Brokers License)
- Cockpit Arena (Sangguniang Panlungsod Resolution) every 2 years
- Cell sites (Refer to ARTA JMC 01-2020)
- Customs Brokerage Business (License)
- Day Care Service (License to Operate)
- Dealers of Rice and Corn and Wheat (License – depending on the type of activity)
- Drugstores (License to Operate)
 - Drugstore and Drug Testing Laboratory (Accreditation Certificate)
- Food Supplements (License to Operate and Certificate of Product Registration)
- Forwarders (Accreditation for Sea Freight Forwarders)
- Funeral Homes/Parlors (Training Certificate and License of Undertaker and Embalmer)
- General Specialty and Engineering Contractor (Contractor's License)
- Hospitals and Maternity Clinics (License to Operate)
- Household/Urban Pesticides (License to Operate & Certificate of Product Registration)
- Insurance Service ((Contract of Agency/Agent's License)
- Lending/Financing Institutions, Pawnshops and all Money Service Businesses (Certificate of Authority to Operate)
 - Lending/Financing Institutions for Branch Office (Certificate of Authority to Operate a Branch, Extension Office or Satellite Office)
- LPG Dealer (Application to Supply Natural Gas)
- Manning and Crewing Services (License for Recruitment Agency) and (Authority to Establish a Branch)
- Manpower Agencies with paid up capital of at least Php5,000,000. (License to Operate a Private Recruitment and Placement Agency) and (Authority to Establish a Branch)
- Meat Establishment (for fresh and processed meat products) (Veterinary Clearance)
 - Meat Establishment (for fresh meat)
 - (Butcher's License &/or Meat Handler's License)
- Medical Devices (License to Operate)
- Messengerial and Courier Services

- Mining (Permits depend on the activity)
- Pest Control Services (Pest Control License)
 - Pesticides and Fertilizers (License to Operate)
- Pre-School, Elementary and High School (Permit to Operate)
- Processed Foods (License to Operate and Certificate of Product Registration)
- Real Estate Broker (License)
- Rent-a-Car and Transportation Services (Franchise/Certificate of Public Conveyance)
- Repair Shops like Cellphone, Computer, Electrical, Electronic, Machine, Motorcycle, Tricycle (Certificate of Accreditation)
- Review Center (Authority to Establish and Operate)
- Security Agencies (National License)
- Spa/Massage Clinic (Certificate of Training of Therapist of Masseur/Masseuse and License of Therapist or Masseur/Masseuse)
- STL (Small Town Lottery) (License to Operate) and (Sangguniang Panlungsod Resolution)
- Structure within 10KM radius of Communication Navigation Surveillance Facilities located off-airport (Height Clearance Permit)
- Telecommunications Firms (License to Operate)
- Telecommunication Firms, Cellphone Trading and Services and Radio Stations (Certificate of Registration)
- Toys and Childcare Articles (License to Operate and Certificate of Product Registration)
- Training Center (Certificate of Accreditation)
- Travel and Tour and Accommodations Establishments (Accreditation Certificate and Registration)
 - Travel and Tour and Accommodations (Registration)
- Vapor Product and Heated Tobacco Product (License to Operate)
- Veterinary Products (License to Operate and Certificate of Product Registration)
- Video Rental Services (Registration for Optical Media Business)
- Water Refilling Stations (Water Analysis Results)

FOR RENEWAL OF BUSINESS

checklist of Other Requirements

- All establishments (Fire Safety Inspection Certificate)
- Ammunition and Gun Store, Detective and Security Services, Firecrackers and Pyrotechnic Device (License to Operate)
- Airconditioning, Automotive Repair, Banking (with 16KVA Genset), Clinic & Hospital, Crematorium, Dialysis Clinic, Emission Testing, Fastfood, Funeral Parlor, Gasoline, Hog Farm, Hollow blocks Manufacturing & Retailing, Hospital, Hotel, Junkshop, Laboratory, Laundry Shop, Motor Works Repair, Piggery, Polyclinic and Multi Specialist, Rice Mill, Sand & Gravel, Tahoe Distributor, Ultra Sound Center, and Veterinary (Clearance)
- Dealers of Rice and Corn and Wheat (License – depending on the type of activity)
- Drugstore and Drug Testing Laboratory (Accreditation Certificate)
- Food Supplements (License to Operate and Certificate of Product Registration)
- Forwarders (Accreditation for Sea Freight Forwarders)
- Hospitals and Maternity Clinics (License to Operate)
- Household/Urban Pesticides (License to Operate & Certificate of Product Registration)
- Meat Establishment (for fresh and processed meat) (Veterinary Clearance)
 - Meat Establishment (for fresh meat)
 - (Butcher's License &/or Meat Handler's License)

- Medical Devices (License to Operate)
- Pest Control Services (Pest Control License)
 - Pesticides and Fertilizers (License to Operate)
- Pre-School, Elementary and High School (Permit to Operate)
- Processed Foods (License to Operate and Certificate of Product Registration)
- Rent-a-Car and Transportation Services (Franchise/Certificate of Public Conveyance)
- Repair Shops like Cellphone, Computer, Electrical, Electronic, Machine, Motorcycle, Tricycle (Certificate of Accreditation)
- Security Agencies (National License)
- Toys and Childcare Articles (License to Operate and Certificate of Product Registration)
- Training Center (Certificate of Accreditation)
- Travel and Tour and Accommodations Establishments (Accreditation Certificate and Registration)
 - Travel and Tour (Registration)
- Veterinary Products (License to Operate and Certificate of Product Registration)
- Water Refilling Stations (Water Analysis Results)