

OCCUPATIONAL/WORKING PERMIT

The application for working permit must be received and approved by the BPTFO before engaging in occupation within the city of Calamba.

REQUIREMENTS FOR OCCUPATIONAL PERMITS

1. Barangay Clearance
2. Mayor's Clearance
3. Police Clearance
4. Birth Certificate
5. Health Card for food handlers
6. HIV Test and PAP Smear for GRO's only

OTHER REQUIREMENTS FOR SPECIFIC NATURE OF BUSINESS

1. Working/Occupational Permit
2. Home Owners Association Clearance if in subdivision
3. DEP ED registration – for learning institutions
4. PNP Firecrackers Clearance – for vendor of such good.
5. Annual list of tenants- in case of privately-owned public markets, shopping center and real estate lessor of commercial building and commercial apartments.
6. BFAD- in case of Drugstore/Pharmacy/Bakery.
7. Central Bank Authority- in case of Banking Institutions.
8. CENRO accreditation for waste haulers
9. DENR Permit to Operate/Environment Compliance Certificate (ECC) of Certificate of Non Compliance (CNC) for all manufacturing firms.
10. DOLE Accreditation- in case of Local Manpower & Recruitment Agency.
11. DOTC Permit – in case of Messengerial & Courier Services.
12. DTI Accreditation- in case of Auto Repair Shops, Electronics, Electrical Equipment Services, etc.
13. ERB Permit/Certificate- in case of LPG Dealers.
14. License to Operate (Fire & Explosive Units "Camp Crame") – in case of Firearms & Ammunition businesses.
15. LLDA Discharge Permit for all firms/establishment with sewerage or waste treatment facilities.
16. NFA License – in case of Rice Dealer/Corn & Wheat .
17. NTC Permit – in case of Telecommunications.
18. Operational Permit- from the Department of Health (DOH) & Water Analysis From DOH Accredited Water Testing Center- for water refilling stations
19. Registration from Wildlife Association or DENR – for Petshops (Aquatic, Birds, Fowls, Canines).
20. SP franchise for markets and transport services.
21. Dumpsite Accreditation- for scrap dealers.
22. Other necessary clearances as may be required.



City Government of Calamba BUSINESS PERMITS AND LICENSING OFFICE



VISION

To make the City of Calamba a consistent top rank LGU in the country when it comes to business tax collection and tricycle franchising with an accurate, prompt and systematic delivery of services at all times through modern information technology systems.

MISSION

-Provision of a properly assessed business tax and tricycle franchise fee in accordance with the Consolidated Revenue Code of the City of Calamba, other local ordinances and national laws.

- Provision of a systematic and effective accounting and updated inventory of all business establishments and tricycle franchises through the Modernizing Revenue Enhancement System (MRES)

-Provision of ways and means to make the process of business tax and tricycle franchise fee payment more efficient and convenient for taxpayers, thus encouraging business establishments and tricycle operators to keep paying their taxes and fees correctly and on time.

An Anti-Fixer Campaign based on the Anti-Red Tape Law (RA 9485) that imposes stiff penalties on fixers: imprisonment of as long as six years, or a fine of up to P200,000, or both.

LABANAN ANG FIXERS!

Report the name of the fixer, date, time and type of transaction to the following:

Office of the Ombudsman: 09266994703; (02) 927-4102/2404
Civil Service Commission: 09178398272; (02) 932-0111
Office of the City Mayor: (049) 5456789 loc. 8306-8307

CITY GOVERNMENT OF CALAMBA
BUSINESS PERMITS AND TRICYCLE FRANCHISING OFFICE

BUSINESS PERMITS AND LICENSING DIVISION

A Citizen's Primer

**Most Business Friendly City 2012
(City Level 2)**

Award conferred by the
Philippine Chamber of Commerce and Industry (PCCI)



Ground Floor, New Calamba City Hall
(049) 545-6789 loc: 8104
bptfo@calambacity.gov.ph

A business permit is required to any person or group who establishes, operates, conducts, or maintains business within the city and is subject to business tax payment based on graduated or fixed system in pursuant to the City Tax Ordinance of 2006. It must be posted in a conspicuous place within the business establishment and must be presented upon demand by proper authorities. It should be renewed annually on or before the 20th of January. Payment of business taxes can be done annually, semi-annually or quarterly. Penalty and surcharges shall be imposed for late payment of business taxes.

REQUIREMENTS FOR NEW APPLICATION BUSINESS PERMIT

1. Barangay Business Clearance
2. DTI (for sole proprietorship)/SEC (for partnership and corporation)
3. Community Tax Certificate
4. Proof of Ownership (tax declaration)/Contract of Lease
5. Picture of Business Establishment (inside and outside showing business signboard)
6. Locational Clearance from City Planning and Development Office
7. Sanitary Permit to Operate from City Health Office
8. Fire Safety Inspection Certificate from Bureau of Fire Protection
9. Building Clearance from Building regulatory
10. Authorization letter or SPA from the owner in case the applicant is only a representative (with picture and contact number of the owner)
11. Other necessary clearances as may be required.

NEW BUSINESS APPLICATION FLOW CHART



PROCEDURE

1. Obtain and fill-out application form, complete the requirements and all necessary clearances. For new business actual inspection is required.

2. Submit documents for evaluation and assessment.
3. Proceed to CTO and pay business taxes and fees.
4. Submit documents, photocopy of clearances, official receipts and other requirements.

REQUIREMENTS FOR RENEWAL

1. Barangay Business Clearance
2. Declaration of Gross Sales /Financial Statement of preceding year filed with the BIR for consolidated financial statement attached breakdown of gross sales or receipts from other cities/municipalities.
3. Community Tax Certificate
4. Proof of Ownership (tax declaration)/Contract of Lease
5. Locational Clearance from City Planning and Development Office
6. Sanitary Permit to Operate from City Health Office
7. Fire Safety Inspection Certificate from Bureau of Fire Protection
8. Building Clearance from Building regulatory
9. Authorization letter or SPA from the owner in case the applicant is only a representative (with picture and contact number of the owner)
10. Other necessary clearances as may be required.

RENEWAL OF BUSINESS FLOW CHART



PROCEDURE

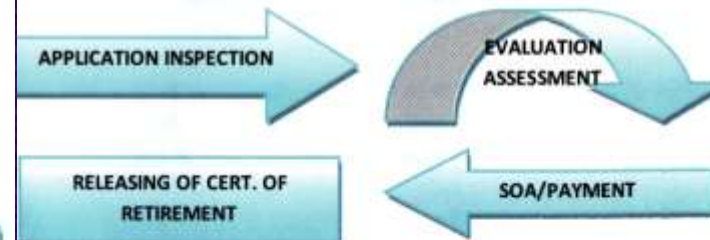
1. Obtain and fill-out application form, complete the requirements and all necessary clearances.
2. Submit documents for evaluation and assessment.
3. Proceed to CTO and pay business taxes and fees.
4. Submit documents, photocopy of clearances, official receipts and other requirements.

REQUIREMENT FOR RETIREMENT OF BUSINESS

Retirement/Termination shall mean that business operations are stopped completely. Any change in ownership, management and/or name of business shall not constitute termination of herein contemplated. Unless stated otherwise, assumption of the business by any owner or manager or new registration of the same business under a new name will only be considered by the LGU concerned for record purposes in the course of the permit or license to operate the business.

1. Original Mayor's Permit for the current year and Business Plate.
2. Declaration of Gross Sales /Financial Statement of preceding year filed with the BIR for consolidated financial statement attached breakdown of gross sales or receipts from other cities/municipalities.
3. Board resolution/secretary's certificate.
4. Notarized Application for Business Retirement.
5. Authorization letter or SPA from the owner in case the applicant is only a representative (with picture and contact number of the owner).

RETIREMENT OF BUSINESS FLOW CHART



PROCEDURE

1. Obtain and fill-out application form, complete the requirements, actual inspection is required.
2. Submit documents for evaluation and assessment.
3. Proceed to CTO and pay business taxes and fees.
4. Submit photocopy of official receipts, other requirements and surrender the business plate.