

HOW TO GET A BUSINESS PERMIT FOR A NEW BUSINESS?

All business undertakings/activities conducted within the territorial jurisdiction of Pasay City are mandated by national laws and local ordinances to secure the necessary permit to operate and pay the corresponding taxes and regulatory fees from the BPLO before commencing operation.

Steps:

1. Access the online business application website of Pasay City (<https://eodbbusiness.pasay.gov.ph>) in any web browser. Click the account registration for new business, accomplish the required fields; upload the scanned copy of requirements; and print the application form.
2. Wait for the Statement of Account (SOA) to be sent to your registered email address including the steps on how to do online payment.
3. Claim Business Permit at the transaction window of BPLO and/or via courier services. Corresponding fees may apply.

***Checklist of Requirements**

| ONLINE APPLICATION FOR BUSINESS PERMIT | |
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| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| PRINCIPAL | |
| Comprehensive general liability insurance (1 scanned copy of the original) | Any insurance company |
| Certificate of Occupancy (1 scanned copy of the original) | City Engineer's Office (Rm. 315) |
| Zoning conformance for business (1 scanned copy of the original) | City Planning and Development Office (Rm. 211) |
| Proof of right over the lot/property where the business is located (1 scanned copy of the original) | |
| a. Real Property Tax (if owned) | a. Owner |
| b. Lease of Contract (if not owned) | b. Lessor |
| Certificate of Business Name Registration, if applicable (1 scanned copy of the original) | Department of Trade and Industry |
| Certificate of Incorporation, if applicable (1 scanned copy of the original) | Securities and Exchange Commission |

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| Certificate of Registration, if applicable (1 scanned copy of the original) | Housing and Land Use Regulatory Board |
| (1 scanned copy of the original) | |
| a. Registration Certificate | a. Cooperative Development Authority |
| b. General Information Sheet, if applicable | b. Pasay City Cooperative Office |
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| REPRESENTATIVE | |
| Authorization letter signed by the principal (1 scanned copy of the original) | Business Owner |
| Any Government ID Card of the Person Represented (Business Owner) (1 scanned copy of the original) | Pasay-LGU-HRMDO, BIR, Post Office, PSA, SSS, GSIS, COMELEC, LTO |
| Comprehensive General Liability Insurance (1 scanned copy of the original) | Any insurance company |
| Certificate of Occupancy (1 scanned copy of the original) | City Engineer's Office (Rm. 315) |
| Zoning Conformance for Business (1 scanned copy of the original) | City Planning and Development Office (Rm. 211) |
| Proof of right over the lot/property where the business is located (1 scanned copy of the original) | |
| a. Lease of Contract (if not owned) | a. Owner |
| b. Real Property Tax (if owned) | b. Lessor |
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| Certificate of Business Name Registration, if applicable (1 scanned copy of the original) | Department of Trade and Industry |
| Certificate of Incorporation, if applicable (1 scanned copy of the original) | Securities and Exchange Commission |
| Certificate of Registration, if applicable (1 scanned copy of the original) | Housing and Land Use Regulatory Board |
| General Information Sheet, if applicable (1 scanned copy of the original) | Pasay City Cooperative Office |
| Registration Certificate (1 scanned copy of the original) | Cooperative Development Authority |