

Requirements for * Gen. Contractor/Sub-Contractor;Service Provider(Manpower Agency, Security Agency, , etc.)**

- 1. Brgy. Clearance to Operate (original & Photocopy)
- 2. Business Name Registration
 - DTI -single Proprietorship(Original & Photocopy)
 - SEC - Corporation & Partnership
 - Articles of Incorporation and by laws(Original & Photocopy)
 - CDA- Cooperative
 - Articles of Incorporation and by laws(Original & Photocopy)
 - Certificate of Accreditation from SP
- 3. Amount of Contract or Amount of Purchase Order
- 4. Number of Employee
 - Occupational Permit
- 5. Sanitary Permit
- 6. CTC/Cedula(Company Name, Business Establishment)

*** Note: Special Permit due to one time payment base on the amount of contract or purchase order and with time duration.**

Canteen Concessionaire

- 1. Brgy. Clearance to Operate (original & Photocopy)
- 2. Business Name Registration
 - DTI -single Proprietorship(Original & Photocopy)
 - SEC - Corporation & Partnership
 - Articles of Incorporation and by laws(Original & Photocopy)
 - CDA- Cooperative
 - Articles of Incorporation and by laws(Original & Photocopy)
- 3. Sanitary Permit
- 4. Number of Employee
 - Occupational Permit
- 5. CTC/Cedula(Company Name, Business Establishment)
- 6. Certification of being a concessionaire or Award Notice from the Company

Checked by:

CGT-BPL-F33 rev. 02

Checklist of Requirements in Securing Occupational Permit - Walk -In Applicant

- 1. Residence Certificate
- 2. Brgy. Clearance
- 3. Police or NBI Clearance
- 4. Drug Test
- 5. Endorsement form the Mayor
- 6. (If not a resident of Tanauan and for walk-in applicant)

For Business Establishments

- 1. Health Card

Verified by:

Signature over Printed Name

CGT-BPL-F23 rev. 03

ASSESSMENT FOR REGULATORY FEES

- 1. City Environment and Natural Resources(CityENRO)
Environmental Clearance P_____

Assessed by: _____

PRINTED NAME/SIGNATURE

CGT-BPL-F27 rev. 03