



Republic of the Philippines
MUNICIPALITY OF CATARMAN
Province of Northern Samar

BUSINESS PERMITS AND LICENSING OFFICE

**ISSUANCE OF BUSINESS PERMIT
REQUIREMENTS CHECKLIST**

Type of Request

- New
- Renewal

For New Business Permit

- Unified Application Form for New Business Permit
- Articles of Incorporation/ DCA Articles of Cooperation (whichever is appropriate)
- Barangay Business Certificate with computerized vicinity/sketch map (where business is located)
- Community Tax Certificate (present year)
- Philhealth Clearance
- Certificate of Occupancy (Engineering Office)
- Lease Contract if rented
- Health Certificate (Sanitary Office)
- City Environmental Certificate (MENRO)
- Fire Safety Inspection Certificate (BFP)

For Renewal of Business Permit

- Unified Application Form for Renewal of Business Permit
- Previous Business Permit/License together with the official receipts of payment
- Barangay Business Clearance
- Community Tax Certificate (present year)
- Gross Sales/ Gross Receipts Declaration
- Philhealth Clearance
- Fire Safety Inspection Certificate
- Certificate of Registration from BIR Form 2303
- Health Certificate (Sanitary Office)
- City Environmental Certificate (MENRO)
- Fire Safety Inspection Certificate (BFP)