

**OFFICE OF THE CITY MAYOR
LICENSING DIVISION
COTABATO CITY**

**BUSINESS LICENSING REQUIREMENTS
(NEW BUSINESS)**

- Location sketch of the new business at the back of application indicating landmark of the establishment.
- Zoning Clearance (CPDO)
- Building Clearance (CEO)
- Fire Clearance (Fire Dept.)
- Health / Sanitary Clearance (Renewable every 6months) (Health Office)
- Barangay Clearance (Place of Business) (Current Year)
- Community Tax – Current Year
- Approved DTI Registration – (SOLE PROPRIETORSHIP)
- Approved SEC Registration (Partnerships / Corporation)
- Taxes Clearance at the City Government
- Paid – up Capital for Investment
- Copy Lease Contract if place of business is rented
- Certificate attesting to the tax exemption, if the business is tax exempt.
- Three (3) passport size latest picture**

**REQUIRED ACCREDITATION /
CERTIFICATION FOR SPECIFIC LINES OF
BUSINESS**

- ACCREDITED HOTELS AND RESTAURANTS – TTID CLEARANCE
- COOPERATIVE – CDA REGISTRATION
- HOSPITALS / CLINICAL / DENTAL LABORATORY – DOH LICENSE
- CONSTRUCTION – PCAB Accreditation
- DEALER OF FIREARMS & AMMUNITIONS – National Police Commission (Camp Crame) License
- DRUGSTORE / PHARMACY / FOOD MANUFACTURER / DEALER OF HERBAL PRODUCTS – BFAD License
- GASOLINE / LPG DEALERS AND RETAILERS – DOE License
- EMPLOYMENT / RECRUITMENT AGENCY (overseas) – POEA License Accreditation
- BANKING INSTITUTIONS – Central Bank Authority
- RICE DEALER (wholesaler & retailer) – NFA Accreditation
- CELLPHONE DEALERS & REPAIR SHOPS – NTC License / Registration
- SECURITY AGENCY – TESDA Accreditation, PNP Permit
- LEARNING INSTITUTIONS
 - ELEMENTARY / SECONDARY – DEP.ED Permit, SEC
 - TERTIARY – CHED Permit, SEC Registration
- TECHNICAL & SKILLS TRAINING CENTER / SCHOOL – TESDA Permit, SEC Registration
- REVIEW CENTERS – CHED Permit
- LUMBERYARD – DENR Clearance
- COCO LUMBER – PCA Clearance
- REPAIR SHOP – DTI Accreditation
- RECORDING STUDIO – Phil. Asso. Of Record Industry Permit / Optical Media Board