

OFFICE OF THE CITY MAYOR
LICENSING DIVISION
COTABATO CITY

BUSINESS LICENSING REQUIREMENTS
(RENEWAL OF EXISTING BUSINESS)

- Previous Year Mayor' s Permit
- Previous Clearances (based on client monitoring report of JIT)
 - ❖ (Fire / Building Clearance)
 - ❖ (Health /Sanitary Clearance – Renewable every 6 months)
- Barangay Clearance (Place of Business) (Current Year)
- Community Tax – Current Year
- Gross Sales/Receipts of Proceeding Year
- Annual/Quarterly tax payments current year
- Official Receipts showing of all regulatory fees as provided in the code
- 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