



Republic of the Philippines Province of Bukidnon MUNICIPAL GOVERNMENT OF LIBONA

OFFICE OF THE MUNICIPAL MAYOR

BUSINESS PERMIT, LICENSING AND ECONOMIC AFFAIRS UNIT

BUSINESS NEW & RENEWAL REQUIREMENTS

1. FOR RETAILERS

- a. Previous year's Mayor's Permit for Renewal
- b. Barangay Clearance for Business
- c. Community tax Certificate / Cedula
- d. Tax Clearance (Land & Building) of the Current year

2. FOR COMPUTER SERVICES, INTERNET SERVICES, BILLIARDS AND VIDEOKE

- a. Previous year's Mayor's Permit for Renewal
- b. Barangay Clearance for Business
- c. Community tax Certificate / Cedula
- d. Tax Clearance (Land & Building) of the Current year
- e. Notarized Affidavit of Non-Objection (Videoke, Karakeo, Computer Internet Shop, Vendo Wifi, PesoNet, Peso Wifi and Billiard Halls

3. FOR CARWASH and LAUNDRY SHOPS

- a. Previous year's Mayor's Permit for Renewal
- b. Barangay Clearance for Business
- c. Community tax Certificate / Cedula
- d. Tax Clearance (Land & Building) of the Current year
- e. Waste water / Impounding Drainage System
- f. Building Permit and Occupancy Permit

4. FOR CHAINSAW

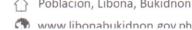
- a. Previous year's Mayor's Permit for Renewal
- b. Barangay Clearance for Business
- c. Community tax Certificate / Cedula
- d. Certificate of Registration from DENR

5. FOR TRUCKING SERVICES, PUV AND TRICABS

- a. Previous year's Mayor's Permit for Renewal
- b. Barangay Clearance for Business
- c. Community tax Certificate / Cedula
- d. Tax Clearance (Land & Building) of the Current year
- e. OR and CR
- f. Vehicle Insurance
- g. Picture of Vehicle and Garage for New Application
- h. Additional Requirements for Tricabs
 - i. MTOP Registration
 - ii. Driver's License (DL Code A1)
 - iii. Association Membership Certification















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6. FOR SPACE RENTAL BUILDINGS and BOARDING HOUSES

- a. Previous year's Mayor's Permit for Renewal
- b. Barangay Clearance for Business
- c. Community tax Certificate / Cedula
- d. Tax Clearance (Land & Building) of the Current year
- e. Building Permit & Occupancy Permit

7. FOR GASOLINE STATION

- a. Previous year's Mayor's Permit for Renewal
- b. Barangay Clearance for Business
- c. Community tax Certificate / Cedula
- d. Tax Clearance (Land & Building) of the Current year
- e. Building Permit & Occupancy Permit

8. FOR WATER REFILLING STATION

- a. Previous year's Mayor's Permit for Renewal
- b. Barangay Clearance for Business
- c. Community tax Certificate / Cedula
- d. Tax Clearance (Land & Building) of the Current year
- e. Building Permit & Occupancy Permit
- f. Water Sampling Result

9. FOR PHARMACY

- a. Previous year's Mayor's Permit for Renewal
- b. Barangay Clearance for Business
- c. Community tax Certificate / Cedula
- d. Tax Clearance (Land & Building) of the Current year
- e. License to Operate from DOH
- f. Licensed Pharmacist
- g. Building Permit & Occupancy Permit
- h. If space is Rented: Notarized Contract of Lease

10. FOR TECHNICAL SCHOOL

- a. Previous year's Mayor's Permit for Renewal
- b. Barangay Clearance for Business
- c. Community tax Certificate / Cedula
- d. Tax Clearance (Land & Building) of the Current year
- e. Accreditation from TESDA
- f. Building Permit & Occupancy Permit
- g. If space is Rented: Notarized Contract of Lease











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11. FOR LIVESTOCK AND POULTRY (RENEW)

- a. Previous year's Mayor's Permit
- b. Barangay Clearance for Business
- c. Community tax Certificate / Cedula
- d. Tax Clearance (Land & Building) of the Current year
- e. Building Permit & Occupancy Permit
- f. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)
- g. Wastewater Discharge Permit from DENR
- h. Accredited Pollution Control Officer (PCO)
- i. Adopt a River Accomplishment Report
- j. Municipal Multi-Partite Monitoring Task Force (MMMTF) Clearance or MENRU Clearance

12. Other Requirements Needed

- a. If Space is Rented
 - i. Contract of Lease or Kasabutan (Notarized or Signed by the Punong Barangay)
 - ii. For Livestock and Poultry Notarized Contract of Lease
 - iii. Building Permit and Occupancy Permit
- b. For Corporation Security and Exchange Commission (SEC) Registration
- c. For Cooperatives & Association Cooperative Development Authority (CDA) Registration
- d. For Sole Proprietor Department of Trade and Industry (DTI) Business Name Registration







