



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





Republic of the Philippines
Province of Bukidnon
MUNICIPAL GOVERNMENT OF LIBONA

OFFICE OF THE MUNICIPAL MAYOR

BUSINESS PERMIT, LICENSING AND ECONOMIC AFFAIRS UNIT

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

"SA LIBONA, KATAWHAN UNA"

+63 923 082 3151

munlibona@gmail.com

Poblacion, Libona, Bukidnon

www.libonabukidnon.gov.ph





Republic of the Philippines
Province of Bukidnon
MUNICIPAL GOVERNMENT OF LIBONA

OFFICE OF THE MUNICIPAL MAYOR

BUSINESS PERMIT, LICENSING AND ECONOMIC AFFAIRS UNIT

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

"SA LIBONA, KATAWHAN UNA"

+63 923 082 3151
munlibona@gmail.com

Poblacion, Libona, Bukidnon
www.libonabukidnon.gov.ph

