

REQUIREMENTS FOR MAYOR'S PERMIT

NEW

RENEWAL

**Barangay Certification for business operation (3 copies) with Official Receipt/
Market Certification (if public market)**

Locational Clearance - if New Business Establishment (CPDO)

DTI/SEC Registration

Lease Contract

UNDERTAKING

I, _____ of legal age, single/married, Filipino, and a resident of _____, after having duly sworn to in accordance with law hereby depose and state:

That I am the _____ of _____
(Indicate Position) (Indicate Name of Business)
located at _____

That I acknowledge that there are still some requirements which I have not yet satisfied in connection with my / our Business Permits Application;

That in order to facilitate the processing of my / our Business Permit Application, I hereby undertake to submit within _____ () days the following requirements;

- | | |
|---|--|
| _____ () DTI Registration (Single Proprietorship) | _____ () DENR Certificate |
| _____ () SEC Registration (Corporation) | _____ () Locational Clearance |
| _____ () CDA Registration & Certificate of Good Standing (Cooperative) | _____ () Occupancy Permit-for new/renovated structure |
| _____ () Lease Contract if Rented | _____ () Homeowner's Association Clearance |
| _____ () Certificate of Real Property Tax Payment | _____ () DepEd Accreditation |
| _____ () Occupational Permit | _____ () Embalmer's License- for funeral parlor |
| _____ () Working Permit – for GRO | _____ () Trained Life Guards-for resort, hotel & other establishments with swimming pools |
| _____ () Veterinary Clearance | _____ () Others: _____ |

That I am aware that failure on my part to comply with this undertaking within the specified period will provide the City Government through the City Permits and licensing Office sufficient ground for the revocation of my / our permit and closure of my / our establishment;

That I am executing this instrument to prove and assert the above-mentioned facts and for all legal intents and purposes;

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 201____ at Lipa City, Batangas.

Signature Over Printed Name

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____, 201____ at Lipa City, Batangas.