



Pasig City
Business Permit and License Office



**Reminder: Please make sure to bring and prepare your Pasig Pass upon entry/exit of the premises.
In case you don't have one yet, proceed to register via this link.**

<https://pasigpass.pasigcity.gov.ph/Register/Login>

BUSINESS APPLICATION REQUIREMENTS

A. For New Business

- 1 Duly Accomplished Application Form (*Indicate Occupancy Permit No.*)
- 2 DTI/SEC Registration/Articles of Incorporation
- 3 Certificate of Conformance (Valid Lease/sub-lease Contract/Certificate of Non-Rental)
- 4 Picture of the Place of Business (front)
- 5 Location Map/Sketch of the Place of Business
- 6 Authorization Letter/Government Issued ID
- 7 Fire Safety Inspection Certificate for Occupancy

B. For Business Renewal

- 1 Duly Accomplished Application Form
- 2 Monthly/Quarterly BIR VAT or Non-VAT/Breakdown of Sales per Branch
- 3 Prior Year ITR/Audited Financial Statement
- 4 Authorization Letter/Government Issued ID
- 5 Updated Fire Safety Inspection Certificate (FSIC)

C. For Business Retirement

- 1 Barangay Certificate of Retirement/Cessation of Business
- 2 Previous Year ITR/Financial Statement
- 3 Current Year's BIR VAT/Non-VAT Returns

D. Amendment

- 1 Duly accomplished Application Form
- 2 Supporting Documents on Changes
 - Change of Business Name**
New DTI / Amended Articles of Incorporation
 - Change of address and area**
New Barangay Clearance, New certificate of conformance, New Lease Contract (if applicable)
 - Change in Gross Declaration**
BIR ITR/FS or VAT/Non-VAT returns
 - Others**
Inspection Report for other Business Data Change/s - Signage, Personnel, Delivery Vehicle

E. Other Special Requirements Specific to Line of Business

Business Activity/ Line of Business	Special Requirements
Auto Repair, Electronics, Radio, Electrical Equipment Shop	DTI Accreditation Certificate
Birthing Homes, Lying In Clinic	Endorsement from City Health Office
Chemical Manufacturing Plants	a. Environmental Compliance Certificates (ECC) b. LLDA Permit c. Zoning / Valid Temporary Use Permit fro LGU
Companies Exercising Profession	PRC License, PTR
Companies Dealing in Firearms, Ammunition and Explosives	License to Operate from Firearms and Explosive Unit (Camp Crame)
Cooperative	CDA Accreditation
Junkshop, Vulcanizing Shop, Carwash, Auto Repair Shop	a Lot area of at least 100 sq. meters b. Lot title of owner or contract of lease plus TCT of Lessor
Lending Institution	License to Operate from SEC
LPG Dealers, Gasoline Station	DOE Accreditation
Manning / Crewing Service	License to Operate from DOLE

Pawnshop / Money Changer / Remittance Agency / Foreign Exchange Dealer	Certification to Operate from Banko Sentral ng Pilipinas
PAGCOR Allowed activities	a. at least 200 meters radius away from Public institution, school, churches b. Certification of "No Objection" from the City Council c. PAGCOR Accreditation
Pet Shops, Veterinary Clinic and Hospital, Zoo	a. Animals Certification of Registration from Bureau of Animal Industry b. Pasig City Veterinary Clearance
Pharmacy / Drugstore / Food and Beauty Products Manufacturing	BFAD License
Real Estate Lessor	Proof of Ownership
Recruitment / Manpower Agencies	License to Operate from DOLE or POEA as the case maybe
Rent-A-Car / Transport Services	LTO Franchise
Restobar, Night Clubs, Cocktail Lounge, Beer House	a. 200 meters away from Public institution, school, churches b. Health Certificates (GRO's, Waiters, Cooks and other workers) c. Working Permit of personnel d. Fire Safety Certificate
School / Education Institution	DEPED or CHED Accreditation
Security Agency	PNP Clearance /PCSUCIA National License (Camp Crame)
SER engage in Construction Business	Certification of Philippine Construction Accreditation Board (PCAB)
Travel Agencies (Large Scale)	Cultural Affairs Travel Certificate
Warehouse / Depot	Certification Stating the type of Commodity to be stored
Water Refilling Station	Certification of Water Potability from the City Health Office / Certification of Sanitary Inspection

F. inspection Requirements

- 1 BPLO
- 2 Sanitary Permit Office
- 3 CENRO
- 4 Bureau of Fire Protection