

Office of the Mayor

Business Permit Requirements (new application)

Description	Office/Agency
Properly filled-up application form	Business Permit and Licensing Office
Occupancy Permit	Office of the Building Official
Barangay Business Clearance	Barangay (Where business is located)
Cedula	Office of the Treasury
DTI or SEC Registration	Office of the Department of Trade and Industry or Securities and Exchange Commission Office
Sanitary Permit/Health Clearance	Municipal Health Office (RHU I)
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection
Zoning Permit	Municipal Assessor's Office
1.5 x 1.5 Picture	
Market Clearance (for Market Stall Holders)	Office of the Municipal Market Supervisor



01Bengson St. Poblacion, Lingayen, Pangasinan

🔇 0927-474-4388 / 0949-601-1841

🔀 lingayen.lnb@gmail.com

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Office of the Mayor

Business Permit Requirements (renewal)

Description	Office/Agency
Properly filled-up application form	Business Permit and Licensing Office
Barangay Business Clearance	Barangay (Where business is located)
Cedula	Office of the Treasury
Sanitary Permit/Health Clearance	Municipal Health Office
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection
BIR Tax Return (VAT/Percentage)	Municipal Assessor's Office
1.5 x 1.5 Picture	



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Office of the Mayor

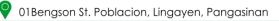
Mayor's Permit Requirements (Tricycle)

- 1. Toda Certificate
- 2. Barangay Clearance
- **3.** Latest OR/CR
- 4. Cedula
- **5.** 2x2 picture
- 6. Picture of the Operator beside his tricycle

(back to back)

*Situational Additional Requirements

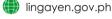
- 7. Deed of Sale (optional)
- **8.** Barangay Certificate (*if address in OR/CR is not located in Lingayen*)
- 9. Birth/Death/Marriage Certificate (optional)



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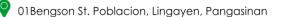




Office of the Mayor

Mayors Clearance/ Working Permit

Barangay Clearance Police Clearance Cedula



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Office of the Mayor

Business Closure Certification

1. Closure Letter

2. Surrender Latest Business Permit



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Order of Dropping

1. OR/CR (tricycle)

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Office of the Mayor

Legalization Requirements

- 1. Old Legalization
- 2. Mayor's Permit
- 3. Cedula
- 4. Driver's License
- 5. Latest/Updated OR/CR
- **6.** Picture of the Operator beside his tricycle

(back to back)

*Situational Additional Requirements

ARANGKADA LINGAYEN!

7. Deed of sale (optional)

8. Brgy. Certificate - if the address in OR/CR is not located in Lingayen (*optional*)

9. Birth/Death/Marriage Certificate (*optional*)10. Old OR / CR (*if change unit only*)

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