



Republic of the Philippines
MUNICIPALITY OF LINGAYEN
Province of Pangasinan

Office of the Mayor

Business Permit Requirements (*new application*)

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

01 Bengson St. Poblacion, Lingayen, Pangasinan

0927-474-4388 / 0949-601-1841

lingayen.lnb@gmail.com

lingayen.gov.ph

ARANGKADA LINGAYEN!





Republic of the Philippines
MUNICIPALITY OF LINGAYEN
Province of Pangasinan

Office of the Mayor

Business Permit Requirements (*renewal*)

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

1. Barangay Clearance
2. Police Clearance
3. Cedula

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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***

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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