

IDAL

INVEST IN **LEBANON**

THE INVESTOR'S **GUIDE** TO LICENSES & PERMITS IN LEBANON

A comprehensive manual for all licenses
and permits needed for investments



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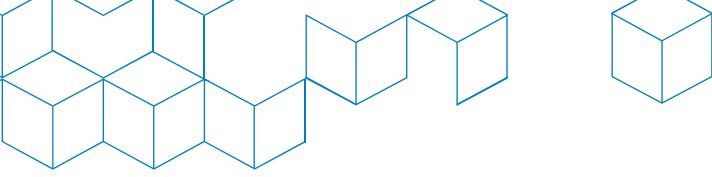
I. INTRODUCTION

According to Investment Law No.360, **IDAL** is entrusted with the responsibility of facilitating administrative procedures for foreign and national investors interested in establishing or expanding their businesses throughout Lebanon. As such, this comprehensive manual is intended to serve investors in guiding them through the different steps needed to obtain licenses and permits in various sectors.

The technical and legal procedures involve various administrative authorities and ministries. For this reason, this guide has been developed in an effort to aid investors through the entire pre-investment processes by providing clear guidelines to be carried out and effective methods to be used.

Individuals who would like to invest in Lebanon must go through **four stages** that will eventually enable them to start operating their business in accordance with the laws and regulations applicable in Lebanon. These procedures have been summarized below:





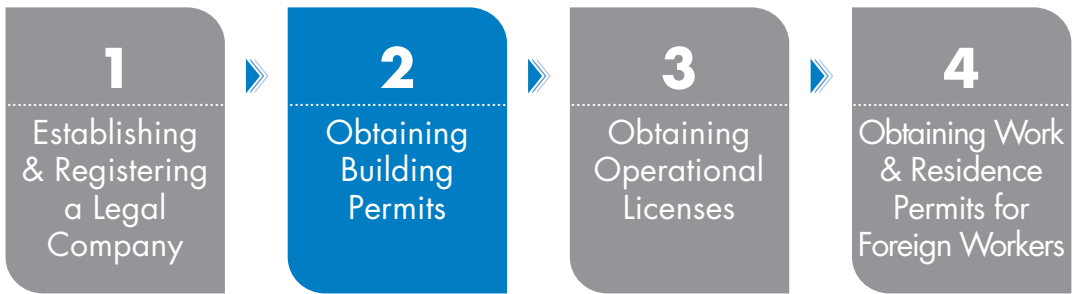
This guide will seek to take you through Steps 2 and 3, to ensure all the needed documents are acquired and necessary procedures are followed through.

MORE SPECIFICALLY, THIS GUIDE WILL HELP YOU IN:

- » Identifying all the necessary building permits and documents to be provided during the construction phase.
- » Identifying all the necessary licenses and documents needed for operational activities in each sector.
- » Listing the value of the fees to be paid for each license and permit.
- » Explaining the file progress system, per license or permit, at every administrative Authority or Ministry.



II. OBTAINING BUILDING PERMITS



After registering the company, the investor should obtain the licenses & permits required for the construction of the project, known as Building Permits (provided that the investment requires land and building). These documents are issued by the regional authorities where the investment will take place. Once completed, a Housing or Occupancy Permit will be needed for the new building to be used. In sum, **Building Permits** include:

CONSTRUCTION PERMITS

These permits are granted by the Head of the Executive Authority in the Municipality where the real estate plot is located (i.e. Mayor or Governor). They are obtained by the investor before initiation of construction. **Three institutions must process the documentation**, in the following order, for the permit to be granted:

I. The Order of Engineers and Architects (OEA)

- » Prepare & register the Application File
- » Attach all required documents

II. The General Directorate of Urban Planning (GDUP)

- » Submit the Application File to obtain technical approval & inspection of the construction site

III. The Concerned Municipality

- » Pay all construction fees after obtaining a receipt from the Directorate of Urban Planning
- » Retain receipt

Construction permits are of different types, depending on whether the construction is a new building or an existing building. They include the following:

- » Permits for New Buildings
- » Permits for Large Constructions
- » Amending Construction Permits
- » Renewing Construction Permits
- » Occupancy/Housing Permit

HOUSING/OCCUPANCY PERMITS

Housing/Occupancy Permits are obtained by the investor upon completing the construction of the project. It allows the investor to use the building and obtain required public services such as electricity, water, and telephone lines. These permits are granted by the same authority that issues the Construction Permits.



2.1 APPLYING FOR CONSTRUCTION AND OCCUPANCY PERMITS AT THE ORDER OF ENGINEERS AND ARCHITECTS OEA

The **Application File** shall be registered at the Order of Engineers and Architects' records according to the following **mandatory phases**:

PRE-CONSTRUCTION PHASE		POST-CONSTRUCTION PHASE
<h3>Phase 1</h3> <p>Registration of the Construction Permit File</p>	<h3>Phase 2</h3> <p>Registration of the Execution File</p> <p>Request approval for construction commencement</p>	<h3>Phase 3</h3> <p>Registration of the Occupancy Permit File</p>

The Application File, together with the Engineering Contracts shall be registered in the daily records of the Order of Engineers and Architects. You should ensure that the name(s) of the Chief Engineer(s) and the name(s) of the involved Engineer(s) are registered at the OEA. The File should meet all the conditions set forth by the OEA, otherwise it shall be rejected upon completion.

The File includes information related to the: Type of construction; Settlement of construction violations and declarations (internal restoration and modifications, demolition, etc.); Space (sorting, specifying of limits, levels, etc.); and any other operation requiring the signature of an engineer.

The File shall be handed over to the Chief Engineer in person or any other authorized person, upon the payment of all fees.

Note: No building transaction shall be registered at the Order of Engineers and Architects without the appointment of at least one Chief Engineer, who shall certify in a commitment letter that he/she is responsible for handling all documents mentioned in the fee allowance. These include: preliminary designs, designs related to the application of the Construction Permit, executive designs, detailed designs, implementation documents related to the supervision of execution works, and designs necessary for the Occupancy Permit.

1. PHASE ONE

Registration of the Construction Permit File

The Chief Engineer must register three copies of his/her appointment (if not registered in advance), and three copies of the agreement with the owner, the stakeholders, and engineers. Moreover, four copies of the building blueprints file are required, in addition to all official documents stated in the regulations of the Construction Law.

REQUIRED DOCUMENTS

1. A specified number of copies of the building **blueprints**, as required by the official authorities, signed and sealed by the Chief Engineer(s). An extra copy for the OEA to keep according to the mechanism set for this purpose.
2. The approved agreements between the Chief Engineer(s) and the owner, based on the format set by the OEA, signed and sealed.
3. The **Pledge** of the Chief Engineer(s) according to the format set by the OEA, signed and sealed.
4. The **Pledge** of the owner according to the format set by the OEA, signed by the owner himself/herself (or the official agent) and certified by a municipal clerk or 'mukhtar'. It should include:
 - » Declaration of perusal of the legal file and the work rules;
 - » Assurance that public health and safety conditions are met during the execution phase;
 - » Assurance that all the necessary procedures are taken into account for the protection of surrounding properties during the construction phase;
 - » Confirmation that all construction works will be under the engineers' supervision, each according to his/her specialty.
5. The **Application Form** addressed to the concerned authorities.
6. The **Pledge** of every engineer involved, vowing to submit the documents and building blueprints according to the provisions of the Construction Code and the Decree of Public Safety.
7. The first page of each copy should include the following:
 - » Type of permit application; real estate number; region; sub-district; district.
 - » Summary table of the detailed areas and number of floors to be built.
 - » In case of additions, the existing areas of each floor, and the total number of floors must be specified.
 - » Signature and seal of the Chief Engineer(s).
 - » Name and signature of the owner(s) or their official agents, with the certification of a municipal clerk or 'mukhtar', provided that an Official Power of Attorney, or a copy of which, is enclosed to the transaction. A revenue stamp shall also be attached to the File, with the legal value imposed.

After successfully completing Phase One, the applicant should head to the General Department of Urban Planning (GDUP) and apply for a Construction Permit there (See Section 2.2). Once this step has been finalized, Phase Two at the OEA (below) may begin.

2. PHASE TWO

Registration of the Execution File

REQUIRED DOCUMENTS

After successfully completing Phase One and obtaining a Construction Permit approval from the GDUP, the Execution File with its attached documents shall be registered before the competent authorities at the OEA, before the commencement of construction works. This will enable the applicant to receive a Commencement Order from the OEA, authorizing him/her to begin construction.

1. A copy of the Construction Permit obtained from the GDUP along with the relevant **building blueprints** (contained in a CD and attached to the Executive File).
2. A copy of the **structural & architectural blueprints** of the construction, as well as the **electrical and mechanical blueprints** (contained in a CD).
3. A **geotechnical study** showing the technical characteristics of the land plot, signed by a competent engineer.
4. A **seismic study** of the structure in accordance with the provisions of the Decree of Public Safety.
5. **Contracting agreement** or contract of the Chief Engineer(s).
6. **Liability statements** for the designs developed by the Chief Engineer(s), Joint Engineer(s) and Specialist(s).

The Commencement Order may be given in two phases for buildings containing three or more underground floors:

- » The first phase includes excavation and consolidation works.
- » The second phase includes construction works.

The engineer may submit a copy of the blueprints at the owner's request and obtain an acknowledgment receipt from the Order before receiving the Commencement Order.

Note: All Construction Permits (new buildings, modifications or extensions of building, restoration etc.) are subject to the mandatory Commencement Order for the execution of the works at the Order of Engineers and Architects.

This is set according to the provisions of the Construction Code and its applicable decree.

The engineer shall submit the application for receiving the Commencement Order within a period of:

A maximum of six months from the Construction Permit issuance date, for projects less than 3000 square meters.

a. One full year from the Construction Permit issuance date, for projects exceeding 3000 square meters.

b. A maximum of one month from the Construction Permit issuance date for the cases stated in Article 3.2.7.

Upon exceeding the above-mentioned periods, the Chief Engineer shall submit a statement from the licensed authorities confirming the non-commencement of the works. Otherwise, he/she shall, upon registration of the application, pay the registration fees due for this period with a penalty equivalent to the fee of the main Construction Permit file.

Every exceptional case that does not meet the above-mentioned requirements, related to the allocated time periods, shall be presented to the Order's Council.

3. PHASE THREE

Registration of the Occupancy Permit File

REQUIRED DOCUMENTS

1. Construction Permit file.
2. **Commencement Order** registered at the Order of Engineers and Architects.
3. Photographs of the four facades of the completed building.
4. Full copies of the groundbreaking orders for all phases, duly signed by the Chief Engineer (architectural/construction, and the recipient owner, owner's representative, execution engineer).
5. Two copies of the **Occupancy Statement** signed by the Chief Engineer as per the template.
6. Drawings in the event of modifications made during the execution phase.
7. Amended execution drawings, if any.

Note: The Order of Engineers and Architects exclusively issues all publications, templates, forms and documents specific to this registration process, including the assignment, agreement and files related to the Permit, settlement, Commencement Order, declaration, and works. The engineers may obtain them from the Order's offices.

CONTACTS

Order Of Engineers & Architects

Beirut Office:

- Tel. : + 961 1 850 111
- Fax : + 961 1 826 488

North Lebanon Office:

- Tel. : + 961 6 423 000
- Fax : + 961 6 430 972

Mount Lebanon Office:

- Tel. : + 961 4 543 580
- Tel. (2) : + 961 4 543 591

South Lebanon Office:

- Tel. : + 961 7 723 768
- Tel. (2) : + 961 7 752 593

Bekaa Office:

- Tel. : + 961 8 813 308
- Tel. (2) : + 961 8 813 307

Nabatieh Office:

- Tel. : + 961 7 760 242
- Tel. (2) : + 961 7 764 353



2.2 APPLYING FOR CONSTRUCTION AND OCCUPANCY PERMITS AT THE GENERAL DIRECTORATE OF URBAN PLANNING (GDUP)

2.2.1 PERMITS FOR NEW BUILDINGS

The Construction Permits claims shall be submitted at the General Directorate of Urban Planning based in the districts and sub-districts (Muhafaza & Caza) where construction will take place, or at the Municipalities Union (except for the Municipalities of Beirut and Tripoli).

REQUIRED DOCUMENTS

1. A recent **Planning and Classification Statement** (issued in the past three months), with all the related documents.
2. A dated photograph of the project's location, signed by the commissioned engineer.
3. Land elevation **blueprints**, signed by a sworn inspector at the Order of Certified Topographers, or by a surface engineer at the Order of Engineers and Architects.
4. An attestation of appraisal of the price per square meter of the land plot, issued by the concerned municipality.
5. In case of multiple owners of the project, the municipal clerk or 'mukhtar' shall certify the validity of the signatures. A relevant official power of attorney shall be duly issued by the public notary.

SPECIAL CONDITIONS

A Construction Permit for new classified establishments requires:

- » All the documents mentioned above.
- » An **Establishment License** (part of the Operational Licenses, c.f. Section III.), duly issued by the relevant Ministry.

FILE PROGRESS SYSTEM

- » The Construction Permit file shall be submitted at the GDUP, and shall include all the relevant documents with a statement listing the availability of all the aforementioned required documents.
- » The File shall be registered at the Technical Department Registry after verifying that all the documents are included therein. The applicant shall be given a registration receipt.
- » The Department Head shall then pass the documentation to the Head of the Unit, who will ask the concerned person to submit the file to Electricité du Liban, in order to set the conditions and obtain prior consent to supply the building with electricity.



- » The Head of Electricité du Liban shall then assign a supervisor to carry out a field and technical inspection of the project.
- » The supervisor shall submit the result of the inspection to the Head of Electricité du Liban.
- » The Head of Electricité du Liban shall then submit the file along with the inspection evaluation, to the Chief Engineer(s), to be studied from a legal perspective according to the Construction Code.
- » The Chief Engineer(s) shall then be notified of the amendments, and following compliance thereto, shall refer the File to the Civil Defense to be studied and to establish the conditions related to shelters and emergency exits.
- » Should the engineer comply with all the conditions and amendments, the File shall be referred again to the supervisor for observation and for the specification of the fees due.
- » The Technical Office shall refer the File to the Municipality in order to obtain the Permit after payment of fees.

FEES DUE

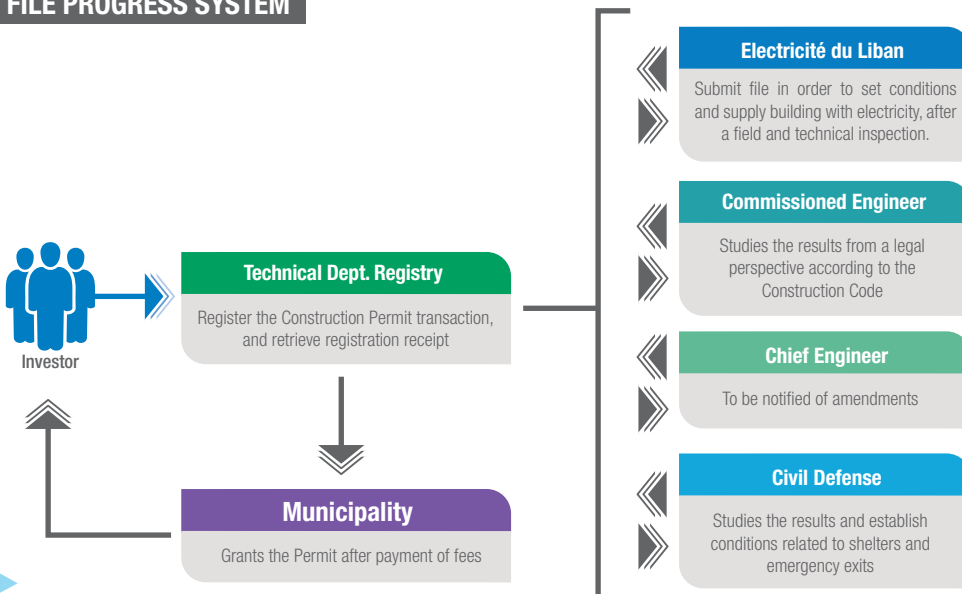
- » Financial stamps worth LBP 1,000 on the application form and every copy of the required documents.
- » Financial stamps worth LBP 5,000 on the required documents of the OEA file.

PROCESSING TIME

- » In the regional offices: 24 days.
- » In the GDUP head office: 22 days.
- » Permits in areas under study: 41 days.
- » Permits for classified establishments: 41 days.

Note: processing times are at maximum provided that the application file is complete.

FILE PROGRESS SYSTEM



2.2.2 PERMITS FOR LARGE CONSTRUCTIONS

Permits for Large Constructions are granted to large-scale projects that meet certain specifications and conditions set by Article 16 of the Construction Law. These are mentioned below.

1. The structure should be designed on a real estate plot with a surface no less than ten times the minimum limit set by the regional authority. It should be composed of a minimum of 4,000 square meters if in the district's capital, and 20,000 square meters if outside out of it.
2. Not less than twenty-five percent (25%) of the real estate surface shall feature green spaces such as parks or playgrounds. Ten percent (10%) of the real estate surface shall be deducted upon calculating the general investment factor when the surface is larger than 10,000 square meters.
3. It shall be subject to a **mass blueprint** to be submitted for approval by the Supreme Council of Urban Planning, and to special conditions related to the retreats, construction perspectives, health and public safety. A **study of the natural and environmental impact** of the project should also be provided, along with installations blueprints (electricity, telephone, water etc.) that are compatible with the size of the project. All of the above shall be determined in a decree issued by the Council of Ministers upon the counsel of the Minister of Public Works and Transportation.

Note: Large constructions subject to the above-mentioned conditions may be exempted from certain constraints set by the Construction Code, namely: the setting up of cover lines, surface investment, limitations on the number of floors and building height imposed by the region's regulation. This will result in special construction specifications for the same project and the area in which it is located.

REQUIRED DOCUMENTS

1. A **detailed report** outlining the objective of the project and stating its construction specifications, as well as the benefits it brings to the surrounding areas in terms of development & growth.
2. **Environmental Impact Study.**
3. **Mass blueprints, preliminary blueprints, and sketches** showing the project within its surroundings, within a parameter of at least three hundred meters from the plot's limits from all sides. It should show its integration with nature as well as the characteristics of the surrounding area.
4. **Topographic maps** of the contour lines or leveling plan.
5. **Blueprints** outlining the sections of the buildings and their intended use, surfaces, and volumes, in addition to the connecting lines (roads; ground level parks relative to the number of residents), public utilities, infrastructure networks, and the organization of sidewalks and parking spaces.
6. **Building(s) blueprints** and on a scale not less than 1/200.
7. **Blueprints** of the facades and materials used on a scale not less than 1/200.
8. **Mass mockup** on a scale not less than 1/1000.
9. The procedures adopted for the safety of the construction site, along with a study on protection from fire and earthquakes as per paragraph 1, point III, Article 10 of the Decree No. 15874 dated 12/12/2005.

FILE PROGRESS SYSTEM

- » All the above-mentioned documents shall be submitted to the Supreme Council of Urban Planning at the GDUP for approval, which is authorized to request necessary amendments in the project or the inclusion of explanatory documents. All subsequent amendments prior to granting the Construction Permit or during execution, shall require the approval of the Supreme Council of Urban Planning.
- » These amendments can include the size and stability of the buildings and the construction materials used in the buildings' facades.
- » After the approval of the Supreme Council of Urban Planning on the design, the concerned person shall prepare the Application File by gathering all documents needed in order to apply for the Permit at the relevant authorities (Same as for 2.2.1)

SPECIAL CONDITIONS

1. The width of any façade shall be no less than eight meters, except for the balconies. The only exception is when the building is designed in a special way.
2. Outside the districts' capital, the buildings shall retreat from the limits of the real estate plot by at least one fifth (1/5) of the buildings' height.
3. The buildings shall include backup electrical generators which are capable of meeting with the energy needs of the entire project, in such a way as to run elevators (if any), the ventilation and lighting of vital facilities (corridors, staircases, basements, emergency exits, etc.) during emergencies.
4. A main parking space should be made available, in addition to a complementary parking space which can accommodate a quarter of the number of spaces of the main parking. The complementary parking needs to be registered within the common sections of the project. The Supreme Council of Urban Planning may exempt the owners from the above condition in light of the nature of the real estate plot and the building's design. The parking space should be equipped with electrical signals to facilitate traffic and ensure appropriate linkages with the traffic flow outside the structure's premises, as reflected in the Traffic Impact Study.
5. The buildings shall be provided with the necessary firefighting means and equipment. The laundry racks, service balconies, mechanical equipment (wherever located) as well as all installations on the roof (staircases, elevator's rooms, water tanks, cooling towers etc.) shall be covered in an aesthetic manner.
6. The location of the cooling devices that may be used in the future shall be specified in advance (in case the building was not provided with central air-conditioning), and designed in an aesthetic manner without any distortion being made to the facades in accordance with the law.
7. A common water tank shall be provided for the project, with a capacity of one cubic meter for every one hundred square meter of built area, including the surface of the ground floors and excluding the parking spaces.
8. It is advised not to repeat the same design, as per size, on all the buildings.

2.2.3 AMENDING CONSTRUCTION PERMITS

An investor may modify or add additional built-up area on the real estate plot after the initial Construction Permit has been issued. The amended permit enables the investor to conduct all necessary changes as long as they remain in conformity with construction laws.

REQUIRED DOCUMENTS

1. A recent **Planning and Classification Statement** (issued within the past three months), with all the related documents.
2. A dated **photograph** of the real estate's location, signed by the commissioned engineer.
3. **Blueprints** of the elevations on the land covered by the Permit, signed by a sworn inspector at the Order of Certified Topographers or by a survey engineer at the Order of Engineers and Architects (OEA)
4. An **Attestation of Appraisal** of the sale price per square meter of the project, issued by the relevant municipality.
(In case of multiple owners of the real estate project, the municipal clerk or 'mukhtar' shall certify the validity of the signatures. A relevant official power of attorney shall be duly issued by the public notary).
5. **Blueprint** showing the limits of the existing real estate project and the existing installations.
6. A copy of the old Construction Permit issued by the relevant municipality or a statement of the date of completion of construction.

FILE PROGRESS SYSTEM

- » The application shall be submitted at the GDUP, along with the required documents contained in a file. The application should include the seal of the OEA and its registration number.
- » The applicant shall keep the number and date of application for follow-up.

FEES DUE

Financial stamps worth LBP 1,000 on the application form and every copy of the required documents.

PROCESSING TIME

22-24 days at maximum, provided that the application is complete.

2.2.4 RENEWING CONSTRUCTION PERMITS

Applications for the renewal of Construction Permits shall be submitted during the last three months prior to the license's expiry date, signed by the Owner and the Chief Engineer.

REQUIRED DOCUMENTS

1. **Construction Permit** issued by the Municipality.
2. New **Planning and Easement Statement**.
3. **Building blueprints**, if partially executed, to be signed by one of the following:
 - » Survey Department at the Ministry of Finance.
 - » A sworn inspector, registered at the Order of Certified Topographers.
 - » Survey engineer, registered at the Order of Engineers and Architects.
4. Dated **photographs** of the real estate plot, signed and dated by the Chief Engineer.

Note: If an amendment of the license is sought with the renewal, the above-mentioned documents shall be enclosed with four copies of the new blueprints of the project, signed by the Chief Engineer and registered at the Order of Engineers and Architects.

FILE PROGRESS SYSTEM

- » The application shall be submitted to the GDUP's main branch in Beirut or any other regional department or sub-division.
- » The applicant shall keep the number and date of application for follow-up.
- » Follow-up shall be carried out at the Registry of the relevant department.

FEES DUE

Financial stamps worth LBP 1,000 on the application form and the blueprints.

Note: If the application for the renewal of a Construction Permit is within the Municipalities of Beirut or Tripoli, the application shall be directly submitted to these Municipalities. The same applies for projects located within the Municipal Unions of the Casas of Metn, Byblos, and other Unions, at which the application is directly submitted.

PROCESSING TIME

- » In the regional offices: 3 weeks
- » In the GDUP head office: 1 month

Note: Processing times are at maximum provided that the application file is complete.

2.2.5 OCCUPANCY/HOUSING PERMIT

The Occupancy Permit allows an investor to start operating the newly constructed building, and to receive all external outlets which include power, water and telephone lines. It is granted once inspectors make sure that the building's specifications match those stated in the initial Construction Permit and its amendments (if there are any). The permit is issued by the same authority that handles Construction Permits.

REQUIRED DOCUMENTS

1. The **application form**, signed by the owner.
2. Statement from the Chief Engineer, registered at any office of the Order of Engineers and Architects in Lebanon.
3. Four colored **photographs** of the building's four facades, attached to a statement indicating the real estate's registration number & location, facade labels, and the names of both owner & engineer.
4. A copy of the **Construction Permit**, issued by the Municipality.
5. **Map** showing the limits of the building (if under construction), issued by the Survey Department.
6. A **statement** from the Municipality and the Chief Engineer validating the execution of the sanitary/waste disposal duct.
7. **Sketch** of the sanitary/waste disposal duct in the absence of sanitary drainage according to the imposed specifications.

FILE PROGRESS SYSTEM

- » The application for the Occupancy Permit shall be submitted at the municipalities of Beirut and Tripoli, if the project is located in these cities. If not, the application shall be submitted at the GDUP's regional departments and sub-divisions.
- » The applicant shall keep the application number and date for follow-up.
- » Follow-up shall be carried out at the Registry of the relevant department.

FEES DUE

Financial stamps worth LBP 1,000 on the application form and the blueprints.

Note: In case of modifications or increases in the total surface area, three copies of the amended blueprints, executed by the chief engineer and registered at the OEA, shall be submitted with the file, along with all documents related of the Construction Permit.

PROCESSING TIME

3 weeks at maximum, provided that the application is complete.



CONTACTS

General Directorate of Urban Planning:

- Add. : Cola District, Beirut
2048 9701
- Tel. : + 961 1 815 583/4
- Fax : + 961 1 815 523

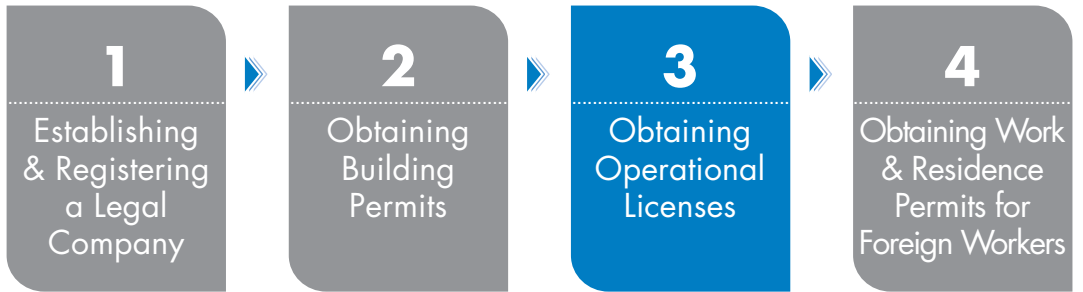
Municipality of Beirut:

- Add. : Weygand Street,
Downtown Beirut
- Tel. : + 961 1 987 979
+ 961 1 987 014
- Fax : + 961 1 987 007

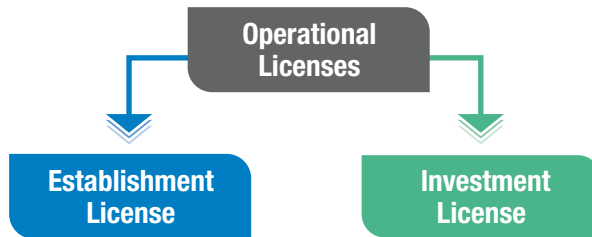
Municipality of Tripoli:

- Add. : Muhammad Karamé
Street, Tall Square
- Tel. : + 961 6 431 003/8
+ 961 6 431 017
- Fax : + 961 6 431 009

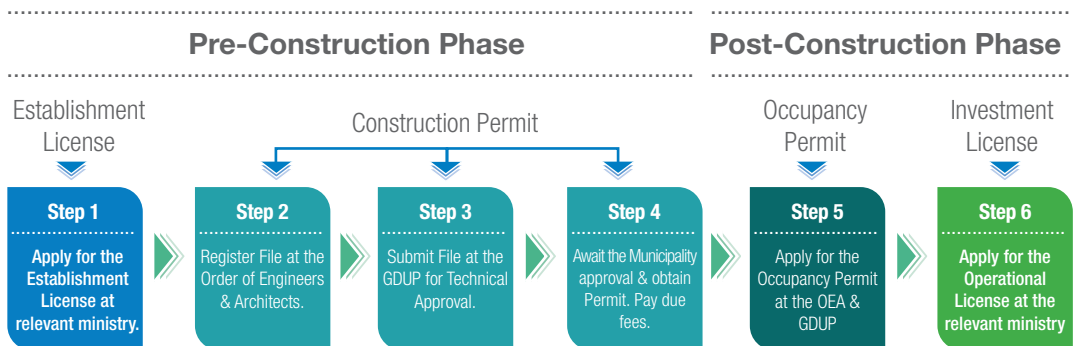
III. OBTAINING OPERATIONAL LICENSES



Operational Licenses consist of two main Licenses that are obtained individually before and after construction works:



The first step investors should undertake, after registering their company, is apply for an **Establishment License** which is specific to each sector. Upon receiving the latter, they may start applying for a **Construction Permit**, which enables them to begin construction of their project. Once this step is complete, an **Occupancy Permit** will be needed to connect the newly constructed building to public infrastructures (electricity, water, telephone, etc.). Finally, before the commencement of operation, investors are required to issue an **Investment License**, which grants them permission to operate their businesses in the selected sector. The chart below summarizes all of these steps:



SECTOR

LICENSE

Tourism

- Licenses for Hotels (New Buildings)
 - Licenses for Hotels (Existing Building)
 - Licenses for Touristic Residences (New Buildings)
 - Licenses for Touristic Residences (Existing Buildings)
 - Licenses for Rest Houses
 - Licenses for Swimming Pools (New Buildings)
 - Licenses for Swimming Pools License (Existing Buildings)
-

Agriculture

- Licenses for Fertilizer Factories
 - Licenses for Agricultural Farms
-

Industry

- Licenses for Industries of All Categories
 - Additions to Industrial Licenses
 - Transfer of Industrial Licenses
 - Renewal of Industrial Licenses
-

Telecommunications

- Licenses for Call Centers
-

Health

- Licenses for Hospitals
 - Licenses for Pharmaceutical Companies
 - Licenses for Water/Soft Drink Bottling Plants
 - Licenses for Health Institutions
-

Education

- Licenses for Private Schools
- Licenses for Private Higher Learning Establishments
- Licenses for Private Technical & Vocational Institutes

