



APPLICATION FOR NEW AND RENEWAL OF BUSINESS PERMIT

TAX YEAR: _____
BUSINESS PERMIT NO. _____
NEW RENEWAL

To be filled-up by your local BPLO/CTO:

Date of Receipt: _____
Tracking Number: _____
Business ID Number: _____
Philippine Standard Industrial Code: _____

GENERAL INSTRUCTIONS:

1. Accomplish the application form by ticking the appropriate boxes, typing, and/or printing (upper case/capital letter). All required data fields/information should be completely and clearly filled-out by the applicant.
2. Please ensure that all required documents are properly attached and fill out all necessary information. Incomplete submission of application form and/or requirements will be returned to the applicant.

DOCUMENTARY REQUIREMENTS (NEW BUSINESS)

- Proof of Business Registration (DTI for Sole Proprietorship/SEC for Corporations and Partnerships/CDA for Cooperatives)
- Contract of Lease (if leased) or Tax Declaration or Transfer Certificate of Title (TCT) (if owned)
- Barangay Business Clearance
- Occupancy Permit (if required)
- Sketch and photos of location of business (if required)

DOCUMENTARY REQUIREMENTS (RENEW BUSINESS)

- Submission of BIR Sales Tax Returns of the prior year.
- Barangay Business Clearance

Form of Organization: Sole Proprietorship Partnership Corporation Cooperatives

DTI / SEC / CDA Registration Number: _____

Business Name: _____

Trade Name / Franchise: _____

Main Office Address: House/Bldg. No. _____ Street _____ Barangay _____
City/Municipality _____ Province _____ Postal Code _____

Telephone: _____

Mobile No.: _____

Email/Website Address: _____

(For Sole Proprietorship) or
(For Corporations / Partnerships /
Cooperatives)
Name of President / Officer in
Charge: _____

Surname

Given Name

Middle Name

Suffix

Sex: Male Female

Citizenship: _____

Residential Address: House/Bldg. No. _____ Street _____ Barangay _____
City/Municipality _____ Province _____ Postal Code _____

A. BUSINESS OPERATION

Business Area (In sq. m.):	Total No. of Employees in Establishment:		No. of Employees Residing within LGU:	No. of Delivery Units:
	Male:	Female:		

Business Location Address: House/Bldg. No. _____ Street _____ Barangay _____
City/Municipality _____ Province _____ Postal Code _____

Capital Investment: Php _____

Mode of Payment: Annually Semi-Annually Quarterly

Do you have tax incentives from any Government Entity? Yes (Please attach a copy of your certificate) No

If place of business is rented, how much is the monthly rental? Yes Php _____ (Please attach a copy of your lease contract) No

Business Activity: Main Office Branch Admin Office Only Others, please specify

Kinds of Business: Trading Manufacturing Services

Line of Business	Products/Services	Gross/Sales Receipt

I DECLARE UNDER PENALTY OF PERJURY that all information in this application are true and correct based on my personal knowledge and authentic records submitted to the Local Government. Any false or misleading information supplied, or production of documents shall be a ground for appropriate legal action against me. I also agree to comply with the post-regulatory requirements and other deficiencies (for renewal) within 30 days from release of the permit. Further, I hereby authorize and consent the Local Government to treat any personal data provided in this application with utmost confidentiality.

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JANUARY 8, 2020
MASTER COPY

JANUARY 9, 2020
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SIGNATURE OF APPLICANT/OWNER OVER PRINTED NAME

DESIGNATED POSITION

ANNEX 1 (PAGE 2 OF 2) APPLICATION FOR NEW/RENEWAL OF BUSINESS PERMIT

I. LGU SECTION (The local BPIO or CTO shall fill-up this section)

1. VERIFICATION OF DOCUMENTS

DESCRIPTION	OFFICE/AGENCY	COMPLIANCE			Evaluated by
		Yes	No	Not required	
Occupancy Permit	Office of the Local Building Official				
Sanitary Permit/Health Clearance	City/Municipality Health Office				
City Environmental Certificate	City/Municipality Environment and Natural Resources Office				
Market Clearance (For Stall Holders)	Office of the City/Municipality Market Administrator				
Fire Safety Inspection Certificate	Bureau of Fire Protection				
Zoning Clearance (For New Business Only)	Planning Office / Zoning Office				

II. BUREAU OF FIRE STATION SECTION (APPLICATION FOR FIRE SAFETY INSPECTION CERTIFICATE)

DATE: _____

TRACKING NO.: _____

(TO BE FILLED UP BY APPLICANT/OWNER)

Name of Applicant/Owner: _____

Name of Business: _____

Total Floor Area: _____ Contact No.: _____

Address of Establishment: _____

Signature of Applicant/Owner _____

Certified by:

Customer Relations Officer

Time and Date Received: _____

FIRE SAFETY INSPECTION
FEE ASSESSMENT:

Important Notice: As per Section 12 of the Implementing Rules and Regulations of the Fire Code of 2008, certain establishments (e.g. building lessors, fire, earthquake, and explosion hazard insurance companies, and vendors of firefighting equipment, appliances and devices) may be required to pay additional charges and fees other than the Fire Safety Inspection Fees. These shall be collected during inspections or in another process to be communicated by representatives of the Bureau of Fire Protection (BFP).

DATE: _____

I hereby promise to comply the needed requirements for my Business Establishment within one (1) month from receipt of my Business Permit. Failure to do so will mean the revocation/cancellation of my Business Permit.

Fire Clearance

Sanitary Clearance (RHU)

Others _____

Name of Business Establishment

Name and Signature

Authorized Public Official

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2. ASSESSMENT OF APPLICABLE FEES

Local Taxes	Amount Due	Penalty/Surcharge	Total
GROSS SALES TAX			
TAX ON DELIVERY VANS/TRUCKS			
TAX ON STORAGE FOR COMBUSTIBLE /FLAMMABLE OF EXPLOSIVES SUBSTANCE			
TAX ON SIGNBOARD/BILLBOARDS			
REGULATORY FEES AND CHARGES			
MAYOR'S PERMIT FEE			
GARBAGE CHARGES			
ANNUAL INSPECTION FEE			
DELIVERY TRUCKS/VANS PERMIT FEE			
SANITARY INSPECTION PERMIT			
BUILDING INSPECTION FEE			
ELECTRICAL INSPECTION FEE			
MECHANICAL INSPECTION			
PLUMBING INSPECTION FEE			
SIGNBOARD/BILLBOARD RENEWAL FEE			
PLATE FEE			
STORAGE AND SALE OF COMBUSTIBLE/FLAMMABLE OF EXPLOSIVES SUBSTANCE			
BENRO			
HEALTH PERMIT FEE			
WEIGHT AND MEASURE			
FIRE INSPECTION FEE			
BARANGAY BUSINESS CLEARANCE			
ZONING FEE			
WORKING PERMIT FEE			

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