

APPLICATION FORM FOR BUSINESS PERMIT
TAX YEAR _____
CITY/MUNICIPALITY _____

INSTRUCTIONS:

- 1. Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.
- 2. Ensure that all documents attached to this form (if any) are complete and properly filled out.

I. APPLICANT SECTION

1. BASIC INFORMATION

☐ New☐ Renewal

Mode of Payment: ☐ Annually☐ Semi-Annually☐ Quarterly

Date of Application:

DTI/SEC/CDA Registration No.:

TIN No.:

DTI/SEC/CDA Registration No.:

Type of Business : ☐ Single☐ Partnership☐ Corporation☐ Cooperative

Amendment : **From** ☐ Single☐ Partnership☐ Corporation

To ☐ Single☐ Partnership☐ Corporation

Are you enjoying tax incentive from any Government Entity? ☐ Yes☐ No Please specify the entity?

Name of Taxpayer / Registrant

Last Name:

First Name:

Middle Name:

Business Name:

Trade name / Franchise:

2. OTHER INFORMATION

NOTE: For renewal applications, do not fill up this section unless certain information have changed.

Business Address:

Postal Code:

Email Address:

Telephone No.:

Mobile No.:

Owner's Address:

Postal Code:

Email Address:

Telephone No.:

Mobile No.:

In case of emergency, provide name of contact person:

Telephone/ Mobile No.:

Email Address:

Business Area (in sq m.):

Total No. of Employees in Establishment:
MALE - FEMALE -

No. of Employess Residing within LGU:

Note: Fill Up Only If Business Place is Rented

Lessor's Full Name:

Lessor's Full Address:

Lessor's Full Telephone/ Mobile No.:

Lessor's Email Address:

Monthly Rental:

3. BUSINESS ACTIVITY				
Line of Business	No. of Units	Capitalization (for New Business)	Gross/Sales Receipts (for Renewal)	
			Essential	Non-Essential

I DECLARE UNDER PENALTY OF PERJURY that the foregoing information are true based on my personal knowledge and authentic records. Further, I agree to comply with the regulatory requirements and other deficiencies within 30 days from release of business permit.

SIGNATURE OF APPLICANT/TAXPAYER OVER PRINTED NAME

POSITION / TITLE

ANNEX 1 (Page 2 of 2) Application Form for Business Permit

II. LGU SECTION (Do Not Fill Up This Section)

1. VERIFICATION OF DOCUMENTS

Description	Office/Agency	Yes	No	Not Needed
Occupancy Permit (For New)	Office of the Building Official			
Barangay Clearance (For Renewal)	Barangay			
Sanitary Permit/Health Clearance	City Health Office			
City Environmental Certificate	City Environmental and Natural Resources Office			
Market Clearance (For Stall Holders)	Office of the City Market Administrator			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			

Verified by: BPLO

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 Explosive			
Tax on Signboard / Billboards			

REGULATORY FEES AND CHARGES

Mayor's Permit Fee			
Garbage Charges			
Delivery Trucks/Vans Permit Fee			
Sanitary Inspection Fee			
Building Inspection Fee			
Electrical Inspection Fee			
Mechanical Inspection Fee			
Plumbing Inspection Fee			
Signboard/Billboard Renewal Fee			
Storage and Sale of Combustible/Flammable or Explosive Substance			
Others:			
Calling of Occupation			
Sticker			
Business Reg. Plate			
TOTAL FEES for LGU			
FIRE SAFETY INSPECTION FEE			

Assessed by: CTO

FSIF Assessment Approved by: BFP

III. CITY/MUNICIPALITY FIRE STATION SECTION

DATE:

APPLICATION 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 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 fire fighting equipment, appliances and device) may be required to pay additional charges of 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).