

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: No. of Employees 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 requirement and other deficiencies within 30 days from release of the business permit.

SIGNATURE OF APPLICANT/TAXPAYER OVER PRINTED NAME

POSITION / TITLE

ANNEX 1 (Page 2 of 2)

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 Business Permit	Barangay			
Sanitary Permit/Health Clearance	Municipal Health Office			
Municipal Environment Certificate	Municipal Environment and Natural Resources Office			
Market Clearance (for Stall Holders)	Office of the municipal Market Administrator			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			

Verified by: (Designated BPLO)

ROLANDO L. GLORIOSO
License Inspector I

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 Substance			
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			
Signboard/Billboard Renewal Fee			
Storage and Sale of Combustible / Flammable or Explosive Substance			
Sticker / Plate			
TOTAL FEES for LGU			
FIRE SAFETY INSPECTION FEE (10%)			

Assessed by:

FSIF Assessment Approved by: BFP

ARISTEO G. CATALLA
Municipal Treasurer

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:	
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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 fire fighting equipment, appliances and devices) may be required to pay additional charges and fess 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).