



APPLICATION FORM FOR BUSINESS PERMIT AND LICENSE

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 are complete and properly filled out.

Date: _____

Reference No.: _____

Mode of Payment:

Type of Application:

- New
- Renewal
- Additional
- Change of Location

Amendments:

- from Single to Partnership
- from Single to Corporation
- from Partnership to Single
- from Partnership to Corporation
- from Corporation to Single
- from Corporation to Partnership

- Annually
- Bi-Annually
- Quarterly

Tax Payer's Profile:

Name: _____ Email Address: _____
Last Name First Name Middle Name

Address: _____ Cp No: _____
House/Bldg.No. Street Barangay City/Municipality Province

Gender: Female Male

Contact Person: _____ Email Address: _____
Last Name First Name Middle Name

Address: _____ Cp No: _____
House/Bldg.No. Street Barangay City/Municipality Province

Business Profile:

Business Name: _____ Email Address: _____

Address: _____ Cp No: _____
House/Bldg.No. Street Barangay City/Municipality Province

Described the Nearest Landmark (e.g. school, church, etc):

Trade/ Franchise Name: _____ President/Treasurer of Corporation: _____

DOLE/DTI/SEC/REG No.: _____ TIN No: _____

DOLE/DTI/SEC/REG Date: _____ No. of Employees: (Male) _____ (Female): _____

CTC No.: _____ Line of Business: _____

Types of Organization Capitalization: _____
 Single Gross Sales: _____

- Partnership
 - Corporation
 - Cooperative
- Essential: _____
 Non-Essential: _____

If place is rented please identify the following:

Lessor's Name: _____ Email Address: _____ Monthly Rental: _____

Address: _____ Tel No: _____
House/Bldg.No. Street Barangay City/Municipality Province

OATH OF UNDERTAKING

I hereby certify that the foregoing are true and correct of my own knowledge and based on authentic records and documents.

Any falsehood and/or misrepresentation in my application will cause the revocation of my business permit/license and closure of my business establishment.

The revocation of my permit/license and/or my failure to comply w/all the requirements despite notice, the Permits and Licensing can revoke/cancel my permit/license and close my Business establishment.

Signature over printed name of the applicant/representative

Date: _____

ASSESSMENTS:					
LOCAL TAXES	REFERENCE	AMOUNT DUE	PENALTY/SURCHARGE	TOTAL	ASSESSED BY
Gross Sales Tax/Capitalization					
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					
CENRO Certification					
Laboratory Fee					
Sanitary Inspection Fee					
Health Certificate					
Exercise of Calling					
Tax Clearance					
Fire Clearance/ Inpection Fee					
Zoning/Locational Clearance					
Electrical Certificate Fee					
Annual Inspection Fee (Electrical/Mechanical)					
Garbage Charges					
Business Sticker/plate					
Weight and Measures					
Vault Fee					
Signboard/Billboard Renewal Fee					
Signboard/Billboard Permit Fee					
Storage and Sale of Combustible/ Flammable or Explosive Substance					
Others					

VERIFICATION OF DOCUMENTS			
DESCRIPTION	OFFICE/ AGENCY	DATE ISSUED	ISSUED BY: Printed Name and Signature
CTC/ Corporate Cedula	City Treasurer's Office		
Barangay Business Clearance	Barangay		
DTI/SEC/CDA	DTI/SEC/CDA		
Sanitary/ Health Clearance	City Health Office		
Assessor's Clearance	City Assessor's Office		
CENRO Certification	CENRO Office		
Zoning/ Locational Clearance	City Zoning Admin. Office		
Electrical Inspection	City Engineering Office		
Fire Safety Inspection Certification	BFP		
SSS Clearance	SSS		
Certificate of Remittance	PHILHEALTH		
BIR Certification	BIR		

VERIFIED BY:

Printed Name & Signature

REQUIREMENT FOR NEW BUSINESS

1. CTC/CORPORATE CEDULA
2. BARANGAY BUSINESS CLEARANCE
3. DTI/SEC/CDA
4. CENRO CERTIFICATION
5. SANITARY PERMIT
6. CERTIFICATE OF ANNUAL/ELECTRICAL INSPECTION
7. ZONING CLEARANCE
8. FIRE SAFETY INSPECTION CERTIFICATE

REQUIREMENTS FOR RENEWAL OF BUSINESS

1. CTC/CORPORATE CEDULA
2. BARANGAY BUSINESS CLEARANCE
3. DTI/SEC/CDA
4. CENRO CERTIFICATION
5. SANITARY PERMIT
6. CERTIFICATE OF ANNUAL/ELECTRICAL INSPECTION
7. LATEST ANNUAL INSPECTION REPORT (Building/Electrical/Mechanical)
8. FIRE SAFETY INSPECTION CERTIFICATE

If located at the City Public Market, the following additional requirements are still required for submission:

- a. Locational Clearance (market stall holder/occupant)
- b. Contract of Lease (if renting in the City Government Property)

SPECIAL REQUIREMENTS

1. **CENTRAL BANK CERTIFICATE** - FOR BANKS, PAWNSHOPS, MONEY CHANGER, MONEY REMITTANCE AGENT, FOREIGN EXCHANGE DEALER
2. **FDA REGISTRATION** - FOR DRUGSTORE, BAKERY, FOOD PROCESSING, E-CIGARRETE RETAILER
3. **DOLE LICENSE** - FOR LOCAL AND OVERSEAS EMPLOYMENT AGENCIES
4. **DOH RESULT OF WATER TEST** - FOR WATER REFILLING STATIONS
5. **PERMIT TO OPERATE FROM DEPED OR CHED** - FOR LEARNING INSTITUTIONS
6. **NFA LICENSE** - FOR RICE RETAILERS
7. **DTI ACCREDITATION** - FOR AUTO/MOTOR REPAIR SHOPS
8. **DOT ACCREDITATION** - FOR TRAVEL AGENCIES
9. **SECURITY AGENCIES AND GUARD SUPERVISION DIVISION LICENSE** - FOR SECURITY AGENCIES
10. **OPTICAL MEDIA BOARD** - FOR VIDEO RENTALS
11. **BAI REGISTRATION** - FOR FEEDS RETAILER/ DEALER
12. **NTC REGISTRATION** - FOR CELLPHONE DEALER