



Republic of the Philippines  
Province of Sorsogon  
SORSOGON CITY

Office of the City Mayor

**PERMITS AND LICENSING DIVISION**

**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

**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:** \_\_\_\_\_ **Tel No:** \_\_\_\_\_  
*House/Bldg.No. Street Barangay City/Municipality Province*

**Gender:**  Female  Male

**Contact Person:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
*Last Name First Name Middle Name*

**Address:** \_\_\_\_\_ **Tel No:** \_\_\_\_\_  
*House/Bldg.No. Street Barangay City/Municipality Province*

**Business Profile:**

**Business Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Tel 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:** \_\_\_\_\_

**DTI/SEC/REG No.:** \_\_\_\_\_ **TIN No:** \_\_\_\_\_

**DTI/SEC/REG Date:** \_\_\_\_\_ **No. of Employees: (Male)** \_\_\_\_\_ **(Female):** \_\_\_\_\_

**CTC No.:** \_\_\_\_\_ **Line of Business:** \_\_\_\_\_

**Types of Organization**

- Single  
 Partnership  
 Corporation  
 Cooperative

**Capitalization:** \_\_\_\_\_

**Gross Sales:** \_\_\_\_\_

**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.

I undertake to comply with the regulatory and other deficiencies with 45 days (if new application) or 30 days (if renewal) from the date of the release of business permit.

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					
<b>REGULATORY FEES AND CHARGES</b>					
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	VERIFIED BY: (BPLD STAFF)
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		

**REQUIREMENT FOR NEW BUSINESS**

1. CTC/CORPORATE CEDULA
2. BARANGAY BUSINESS CLEARANCE
3. DTI/SEC/CDA

The following regulatory requirements can be submitted within a period of 45 days from the date of the application:

- A. CENRO CERTIFICATION
- B. SANITARY PERMIT
- C. CERTIFICATE OF ANNUAL/ELECTRICAL INSPECTION (Old Bldg.)
- D. ZONING CLEARANCE
- E. FIRE SAFETY INSPECTION CERTIFICATE
- F. OCCUPANCY PERMIT (If new building)

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

- a. Locational Clearance
- b. Contract of Lease

**TAKE NOTE:**

Non-compliance within the prescribed periods of the above regulatory requirements shall cause the revocation of the Mayor's Permit.

**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
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

**REQUIREMENTS FOR RENEWAL OF BUSINESS**

1. CTC/CORPORATE CEDULA
2. BARANGAY BUSINESS CLEARANCE
3. DTI/SEC/CDA

Photocopies of the following regulatory requirements can be submitted within 30 days from the date of the application:

- A. CENRO CERTIFICATION
- B. SANITARY PERMIT
- C. CERTIFICATE OF ANNUAL/ELECTRICAL INSPECTION
- D. LATEST ANNUAL INSPECTION REPORT (Building/Electrical/Mechanical)
- E. FIRE SAFETY INSPECTION CERTIFICATE