

## APPLICATION FORM FOR BUSINESS PERMIT

TAX YEAR: \_\_\_\_\_

CITY/MUNICIPALITY: CAMALANIUGAN

## 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

<input type="checkbox"/> New	<input type="checkbox"/> Renewal	Mode of Payment:	<input type="checkbox"/> Annually	<input type="checkbox"/> Semi-annually	<input type="checkbox"/> Quarterly
Date of Application:		TIME:	AM/PM	DTI/SEC/CDA Registration:	
TIN No:			DTI/SEC/CDA Date of Registration:		
Type of Business:	<input type="checkbox"/> Single	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Cooperative	
Amendment: From	<input type="checkbox"/> Single	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation		
To	<input type="checkbox"/> Single	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation		
Are you enjoying tax incentive from any Government Entity? <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify the entity?					

## Name of Taxpayer / Registrant

Last Name:	First Name:	Middle Name:
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Business Name:

Trade Name/Franchise:

## 2. OTHER INFORMATION

Note: **For renewal applications**, do not fill up this section unless certain information has 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 Are (in sq. m.)	Total No. of Employees in Establishment: Male:                      Female:	No. of Employees Residing within LGU:
<b>Note: Fill Up Only If Business Place is Rented</b>		
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 (Page2 of 2) Application for Business Permit**

<b>II. LGU SECTION (Do Not Fill Up This Section)</b>				
<b>1. VERIFICATION OF DOCUMENTS</b>				
<b>Description</b>	<b>Office / Agency</b>	<b>Yes</b>	<b>No</b>	<b>Not Needed</b>
Barangay Clearance	Barangay			
Community Tax Certificate	Municipal Treasurer's Office/Barangay			
Police Clearance	Philippine National Police			
Stool/Sputum Examination For Food Handlers	Municipal Health Office			
Sanitary/Health Clearance	Municipal Health Office			
DTI/SEC/CDA	DTI / Negosyo Center Business Counselor			
Zoning Clearance	MPDC/Zoning Admin.			
ESWM Clearance/ Municipal Environment Clearance	MENRO			
Building Occupancy Permit	Municipal Engineer's Office/ Bldg. Officials			
Market Clearance(For Stall Holders)	Office of the Municipal Market Administrator			
Fire Safety Inspection Certificate	Bureau of Fire Protection			
FDA Certificate	Food and Drugs Administration			
BIR Clearance	Bureau of Internal Revenue			
SSS Clearance	Social Security System			
PHILHEALTH Clearance	PHILHEALTH			
Verified by:				
<b><u>RENZO VINCE MAGADDON</u></b>				
<b>BPLO-Designate</b>				
<b>2. ASSESSMENT OF APPLICABLE FEES</b>				
<b>Local Taxes</b>	<b>Amount Due</b>	<b>Penalty/Surcharge</b>	<b>Total</b>	
Gross Sales Tax				
Tax on Delivery Vans / Trucks				
Tax on Storage for Combustible/ Flammable or Explosive Substance				
Tax on Signboard / Billboards				
<b>REGULATORY FEES AND CHARGES</b>				
Mayor's Permit Fee				
Garbage Charges				
Occupational Fee				
Inspection Fee				
Fees on Weights & Measures				
Additional Unit of Weights & Measures				
Delivery Trucks/Vans Permit Fee				
Sanitary Inspection Fee				
Building Inspection Fee				
Business Plate				
Sticker				
H.E. 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				
Others				
<b>TOTAL FEES for LGU</b>				
<b>FIRE SAFETY INSPECTION FEE (10%)</b>				

Assessed by:

FSIF Assessment Approved by:

**LOURDES U. CEPEDA**

Municipal Treasurer

**SFO4 ERIVERTO T. OBISPO**

OIC-MUNICIPAL FIRE MARSHALL

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**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 INSPECTION FEE ASSESSMENT:	
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