

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

3. BUSINESS LOCATION SKETCH

REQUIREMENTS for NEW Application

1. Filled out Application Form
2. Three (3) passport size pictures of the owner or in cases of partnership or corporation, the picture of the senior or managing partner, President or General manager
3. One (1) valid I.D. with signature
4. Community Tax Certificate (CEDULA)
5. DTI/SEC/CDA Registration
6. Barangay Business Clearance/Permit
7. Zoning clearance from City Zoning Office
8. Occupancy Permit (OP) or Certificate of OP Exemption from City Engineering Office
9. Health Card/Certificate from City Health Office
10. Real Property Tax Clearance from City Treasurer's Office
11. PESO Clearance from City PESO Office
12. Fire Safety Inspection Certificate (FSIC from BFP)

REQUIREMENTS for RENEWING Application

1. Filled out Application Form
2. One (1) Copy of recent pictures (2 x 2)
3. One (1) valid I.D. with signature
4. Community Tax Certificate (CEDULA)
5. DTI/SEC/CDA Registration (if expired)
6. Barangay Business Clearance/Permit
7. Certificate of Annual Inspection from City Engineering Office
8. Prior year's Sanitary Permit from City Health Office
9. Real Property Tax Clearance from City Treasurer's Office
10. PESO Clearance from City PESO Office
11. Fire Safety Inspection Certificate (FSIC from BFP)
12. Prior year's Application, SOA, and O.R.
13. Prior year's monthly or quarterly BIR Returns

If Applicable:

13. Notarized Authority to Sign in behalf of the applicant
14. Notarized Lease Contract/Consent
15. Lessor's Business Permit
16. Public Market Clearance
17. National Agency Accreditation

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14. Notarized Authority to Sign in behalf of the applicant
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BUSINESS PERMIT REGULATORY COMPLIANCE RECORD

Type of Application: **New** **Renewal** **Changed Address**

Business Index Number (B.I.N.):

Business Name:

Name of Applicant:

PHOTO
Passport Size

Department/Office	Description	Permit/Clearance/ Certificate/ Property Index Number	Date Issued	Approved/Issued by:
1. City Mayor's Office	Pre-approved for NEW Business applicant subject to regulatory compliance of items 2 to 8.			RODERICK A. ALCALA -City Mayor
2. Barangay	Barangay Clearance			
3. Zoning Office	Zoning Clearance (for new & changed address)			
4. City Engineering Office	Occupancy Permit (for new & changed address)			
	Annual Inspection (for Renewal)			
5. City Health Office	Health Card (for New)			
	Sanitary Permit (for Renewal)			
6. City Treasurer's Office	Business Tax & Community tax			
	Real Property Tax			
7. Public Employment Service Office (PESO)	PESO Clearance			
8. Bureau of Fire Protection	Fire Safety Inspection Certificate			

Verified by: BPLO staff

Name & Signature