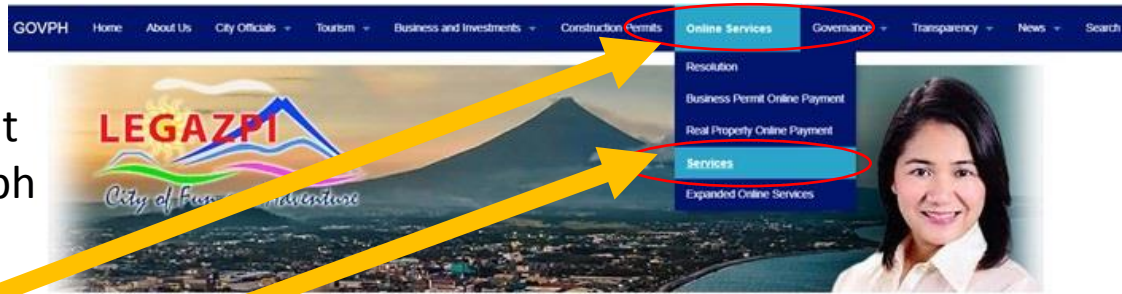


# Business Permit Renewal online application guide

Step 1

Using your browser, visit [legazpi.gov.ph](http://legazpi.gov.ph) and click **Online Services**, then **Services**



Then click this image



Step 2

click Renew Business Application

## Select Transaction

### Business

Business Online Billing  
Renew Business Application

### Real Property

Realty Tax Online Billing

### Building and Construction

Building Permit Application  
Certificate of Occupancy Application

Select Create New Application

## Renew Business Application

### Select an action

Create New Application

Resume Pending Application

Then click Next

Cancel

Next

# Business Renewal Application

## Contact Verification

A validation key will be sent to your email. Please make sure your email is valid and you have access to it.

Input your full Name



Full Name \*

Address



Address \*

Email add



Email Address \*

CP No.



Mobile No.

Then click submit



Submit

# Business Renewal Application

## Contact Verification

Please check your email inbox or spam for the sent 6-digit validation key. If you have not received any email, please click resend code.

Input the 6-digit

Validation key



Email Code

Enter code sent to your email

Send to your email or CP

Resend Code

Then click Verify



Verify

# Business Renewal Application

## Business Identification Number

Input the BIN (to be found at previous business permit under Bar Code)

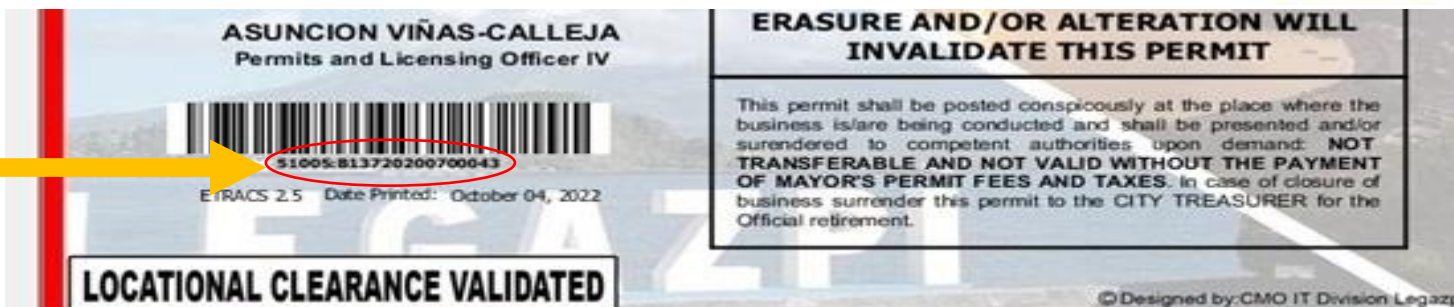
Enter BIN \*

B13720200700043

Then click Next



Next



## Business Renewal Application

### Business Verify Information

BIN	Application No.
B13720200700043	B13720200700043-2L
Application Year	Application Type
2021	RENEW
Trade Name	
SAMPLE1	
Owner Name	
YUSON, AGUEDA V	
Business Address	
BAGUMBAYAN BAGUMBAYAN, LEGAZPI CITY	

### Line of Businesses Operated

Line of Business	Previous Gross (Php)
ABRASIVES & ADHESIVES	0

Click Next



Next

## Business Renewal Application

### Business Renewal Application

#### Please read thoroughly before proceeding

This online service will require personal information from the applicant, lot owner(s) and professionals involved in this transaction. In compliance with the Data Privacy Act, we are securing your consent that you have been authorized by the aforementioned parties to act on their behalf. The data collected will be stored, processed and used for effectively carrying out legitimate transactions with the local government of Legazpi City. If you do not agree to these terms, you can cancel out by click on the Back button. If you agree to these terms, tick on the checkbox and click Continue.

Tick the box



Yes, I have read and agree to the terms and conditions

Then click Continue



Continue

## Business Renewal Application

### New Permit Application

#### Application created

Please take note of the tracking number for this application. This will be your tracking reference for completing and follow up for this application.

**B-137-TMH0P81N4CEC**

Then click  
Continue



Continue

# Business Renewal Application

Tracking No. B-137-TMH0P81N4CEC

## General Information

BIN	B13720221000009	Application No.	B-137-TMH0P81N4CEC
Application Year	2022	Application Type	
Trade Name	CHAD		
Owner Name	YUSON, BRYAN B		
Business Address	BAGACAY, LEGAZPI CITY		
NO. OF MALE EMPLOYEES	1		
NO. OF FEMALE EMPLOYEES	1		
NO. OF RESIDENT EMPLOYEES	1		
Line of Business	ACCOMODATION	Gross (Php)	0

Then click next



Next

# Business Renewal Application

Tracking No. B-137-TMH0P81N4CEC

## Edit Information

BIN	B13720221000009	Application No.	B-137-TMH0P81N4CEC
Application Year	2022	Application Type	RENEW
Trade Name	CHAD		
Owner Name	YUSON, BRYAN B		
Business Address	BAGACAY, LEGAZPI CITY		

## Business Information

Input	NO. OF MALE EMPLOYEES	1
Input	NO. OF FEMALE EMPLOYEES	1
Input	NO. OF RESIDENT EMPLOYEES	1

Input last year gross



Line of Businesses	Last Year Gross (Php)

Then click next



Next

# Business Renewal Application

Tracking No. B-137-TMH0P81N4CEC

## Requirements

Please attach

Click the upload button to upload the scanned copy of required documents

INCOME TAX RETURN	UPLOAD
FIRE SAFETY INSPECTION CERTIFICATE	UPLOAD
BRGY CLEARANCE	UPLOAD

Then click next

Next

# Business Renewal Application

Tracking No. B-137-TMH0P81N4CEC

## Confirmation

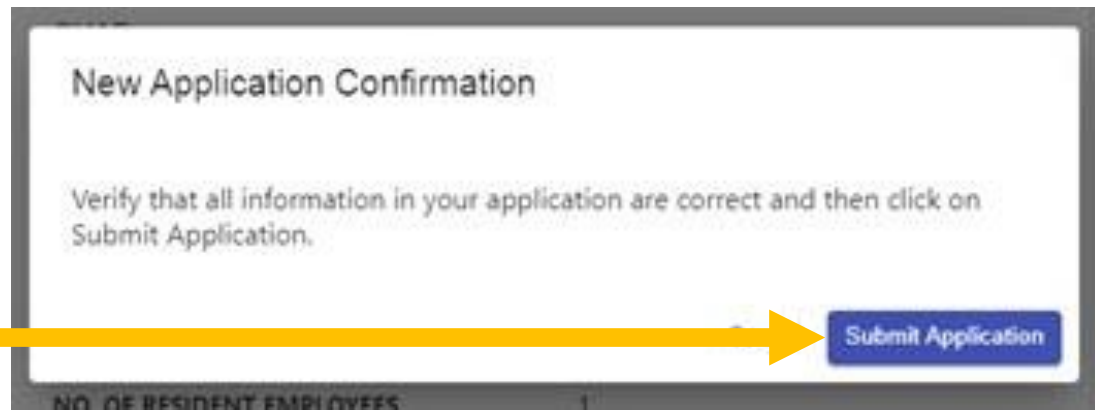
BIN B13720221000009	Application No.
Application Year	Application Type
Trade Name CHAD	
Owner Name YUSON, BRYAN B	
Business Address BAGACAY, LEGAZPI CITY	

NO. OF MALE EMPLOYEES	1
NO. OF FEMALE EMPLOYEES	1
NO. OF RESIDENT EMPLOYEES	1

Line of Business	Gross (Php)
ACCOMODATION	0

Then click next

Next



Click submit application

## Business Renewal Application

Tracking No. B-137-TMH0P81N4CEC

### Application Completed

Your application has been successfully submitted.

A notification would be sent on your business email account upon approval of your application for payment.

Thank you for using this service.

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[Return](#)