

APPLICATION FOR BUSINESS PERMIT

TAX YEAR _____

CITY OF LEGAZPI

<input type="checkbox"/> New	<input type="checkbox"/> Amendment:	<input type="checkbox"/> Mode of payment
<input type="checkbox"/> Renewal	<input type="checkbox"/> From Single to Partnership	<input type="checkbox"/> Annually
<input type="checkbox"/> Additional	<input type="checkbox"/> From Single to Corporation	<input type="checkbox"/> Bi-Annually
	<input type="checkbox"/> From Partnership to Single	<input type="checkbox"/> Quarterly
	<input type="checkbox"/> From Partnership to Corporation	
<input type="checkbox"/> Transfer:	<input type="checkbox"/> From Corporation to Single	
<input type="checkbox"/> Ownership	<input type="checkbox"/> From Corporation to Partnership	
<input type="checkbox"/> Location		
Previous owner: _____		
Previous Location: _____		

INSTRUCTIONS:

1. Provide accurate information and print legibly to avoid delays. Incomplete 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

Date of Application:	DTI Registration No.:	Date of Registration:
TIN No.:	SEC Registration No.:	Date of Registration:
	CDA Registration No.:	Date of Registration:
Type of Business:	<input type="checkbox"/> Single	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Corporation	<input type="checkbox"/> Cooperative
Are you enjoying tax incentive from any Government Entity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please specify the entity? _____		
Name of Tax Payer / Registrant		
Last Name:	First Name:	Middle Name:
		Sex:
Name of Corporation/Partnership/Cooperative:		
Business Name:		
Franchise:		

2. OTHER INFORMATION

Note: For renewal applications, do not fill up this section unless certain information have changed.

Business Address		Owner/Corporate/Partnership/Cooperative's Address	
House No./Bldg. No.:		House No./Bldg. No.:	
Building Name:		Building Name:	
Unit No.:		Unit No.:	
Street:		Street:	
Barangay:		Barangay:	
Subdivision:		Subdivision:	
City/Municipality:		City/Municipality:	
Province:		Province:	
Tel. No.:		Tel. No.:	
Email Address:		Email Address:	
Business Area (in sq.m):	Total No. of Employee in Establishment:	No. of Employees Residing within LGU:	
Land Area: _____	Number of Non-food handlers:	Number of Non-food handlers:	
Floor Area: _____	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Number of Food Handlers:	Number of Food Handlers:	
	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	
If Business Place is rented, please identify the following: Lessor's Name			
Last Name:		First Name:	
		Middle Name:	
Lessor's Address:			
House No./Bldg. No.:		Subdivision:	
Street:		City/Municipality:	
Barangay:		Province:	
Telephone No.:		Email Address:	
Monthly Rental:			
In case of emergency, provide name of contact person:			
Telephone/Mobile No.:		Email Address:	

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/TAX PAYER OVER PRINTED NAME	POSITION AND TITLE
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B. LGU SECTION (Do not fill up this section)					
1. VERIFICATION OF DOCUMENTS					
Description	Office/Agency	Date Issued	Yes	No	Not Needed
Requirements for New Business Permit					
1. Locational Clearance for business (Attachments: Application form, Barangay Clearance, Occupancy Permit for business or Certification from the Building Official, and Contract of Lease, if lessee)	City Planning and Development Office				
2. Basis for computing Capitalization	Owner of the business				
2. DTI/SEC/CDA Certificate	DTI/SEC/CDA				
Requirements for Renewal of Business Permit					
1. Barangay Clearance	Barangay Center from where the business is located				
2. Basis for computation of taxes, fees and charges (e.g. Income Tax Return); audited financial statement	BIR; accounting firm				
Verified by: BPLO					
2. ASSESSMENT OF APPLICABLE FEES					
Local Taxes	Amount Due	Penalty/Surcharge	Total	Assessed by	
Gross Sales Tax					
Tax on Delivery Vans/Trucks					
REGULATORY FEES AND CHARGES					
Mayor's Permit Fee					
Business Sticker					
Business Plate					
Garbage Charges					
Fire Clearance					
Health Card					
Health Clearance					
Sanitary Permit to Operate					
Sanitary Delivery Vehicle Clearance					
Building Inspection Fee					
Electrical Inspection Fee					
Electronics Inspection Fee					
Mechanical Inspection Fee					
Plumbing Inspection Fee					
Signboard Renewal Fee					
Locational Clearance					
Service Fee					
TOTAL FEES for LGU					
FIRE SAFETY INSPECTION FEE (10%)					
		TOTAL FEES			
Assessment Reviewed by: CTO					