



**BUSINESS PERMIT AND LICENSING OFFICE**  
**APPLICATION FOR BUSINESS PERMIT & LICENSE**

CY: \_\_\_\_\_

NEW  SINGLE PROPRIETORSHIP  CORPORATION  ANNUALLY  QUARTERLY  
 RENEWAL  PARTNERSHIP  COOPERATIVE  SEMI-ANNUAL

**AMENDMENT FROM:**  SINGLE PROPRIETORSHIP  PARTNERSHIP  CORPORATION  
**TO:**  SINGLE PROPRIETORSHIP  PARTNERSHIP  CORPORATION

Previous Business Name: \_\_\_\_\_

New Business Name: \_\_\_\_\_

Name of Tax Payer/OWNER- Last Name First Name Middle Name

Business Name :

Trade Name/Franchise :

Business Address : Barangay :

Contact No. : EMAIL :

Owner's Address :

Business Area (in sqm) : Total No. Employee in Establishment :

If Place of Business is rented, Please Identify the following: Monthly Rental :

Lessor's Name- Last Name First Name Middle Name

Lessor's Address : Barangay :

Contact No.:

Business Activity Line of Business	Nature of Business (If Lessor, No of Units)	Capitalization (for NEW Business)	Gross Sales / Receipts (for RENEWAL)	
			Essential	Non Essential

**Oath of Undertaking**

I / We Undertake to comply with all the regulatory requirements and other deficiencies, including penalties, within 30 days from release of the business permit and be revoked for non-compliance. As per RA-9485 – ANTI-RED TAPE and JMC#01 Series of 2016-DTI & DILG.

I / We, the owner, decided under pain of penalties, if I / We will not comply with the laws, / ordinances governing the operation of my / our business and further, the foregoing statement / information given above are true / correct to the best of my knowledge and ability.

That I/We further undertake to keep/maintain the Sidewalk/Street within the immediate vicinity of the said business, clear of any impediments and/or trash and to ensure cleanliness at all times in the area.

That should I / We be in violation of any of the undertaking/rules/laws/regulations, I / We will not object to the immediate closure of my / our establishments.

\_\_\_\_\_  
 Applicants's Signature Over Printed Name/Position/Date

**SUBSCRIBED AND SWORN TO** before me on the date and at the place above-written.

Doc. No.  
 Page No:  
 Book No.:  
 Series of 2022

**REQUIREMENTS FOR BUSINESS PERMIT APPLICATION:****FOR NEW BUSINESS:**

1. DTI (Single Proprietorship) or SEC Registration (Corporation/Partnership)
2. Contract of Lease if leasing or Real Property Tax payment and Tax Declaration
3. PHOTO/PICTURE of place of business with sketch at the back.
4. Occupancy Permit from the Engineering Office
5. Clearance from the following Offices:
  - a. MPDC
  - b. Sanitary Permit
  - c. MENRO
  - d. VETERINARY (If applicable)
6. Fire Safety Inspection Certificate (FSIC)

**FOR RENEWAL:**

1. 2020 Financial Statement/Income Tax Return
2. 2021 Monthly, Quarterly VAT or Percentage Tax
3. 2021 Tax Order of Payment
4. Valid Fire Safety Inspection Certificate (FSIC)
5. 2021 Business Permit/Mayor's Permit
6. Contract of Lease together with the 2021 Percentage Rent on Sales (SOA from MALL)
7. Alpha List as submitted to SSS, if applicable
8. Contract of Lease if leasing or Real property Tax payment and Tax Declaration

**LGU SECTION (For LGU use only)****1. VERIFICATION OF DOCUMENT:**

Description	Office	Yes	No	REMARKS
Occupancy Permit (For New)	ENGINEERING OFFICE			
Zoning Clearance (For New)	MPDC OFFICE			
Environmental Clearance	MENRO OFFICE			
Sanitary Permit/ Health Clearance	HEALTH OFFICE			
Valid Fire Safety Inspection Certificate	FIRE DEPT			
Barangay Clearance	BARANGAY			
Veterinary Inspection Clearance	VETERINARY OFFICE			

**2. ASSESSMENT OF APPLICABLE FEES:**

- A. See attached Business Tax Order of Payment
- B. See attached Fire Safety Inspection Fee Assessment

**APPROVED :**

**AILEEN A. ENRIQUEZ**  
OIC, Business Permit and Licensing Office

**IMPORTANT REMINDER:**

1. Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.
2. Ensure that all documents to this application form are complete and properly filled out.
3. Misrepresentation/violation of any law/role/regulation/Municipal ordinances shall result immediate revocation of business permit and closure of establishment.