

(Page 2 of 2) Application Form for Business Permit

II. LGU SECTION (Do Not Fill Up This Section)

1. VERIFICATION OF DOCUMENTS

Description	Office/Agency	Yes	No	Not Needed
Community Tax Certificate/Business Cedula	City Treasurer's Office			
Barangay Clearance	Barangay where business is located			
Zoning Certificate	City Planning Development Office (CPDO)			
Occupancy Permit	Office of the Building Official (OBO)			
City Environment Certificate	City Environment and Natural Resources Office (CIENRO)			
Sanitary Environment Certificate	City Health Office (CHO)			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection (BFP)			
DSWD Certificate	City Social Welfare Development Office (CSWDO)			
Market Clearance (For Stall Holders)	Office of the City Market Administrator			
Lease Contract	Lessor of Building/Space			
BIR Tax Returns/ Sworn declaration of Gross Sales (For Renewal)	Bureau of Internal Revenue/Notary Public			
Notarized Board Resolution/Secretary's Certificate (For Corporation's Branch)				
Others				

Verified by: BPLO

Recommending Approval:

2. ASSESSMENT OF APPLICABLE FEES

Local Taxes	Amount Due	Penalty/Surcharge	Total
Gross Sales Tax			
REGULATORY FEES AND CHARGES			
Mayor's Permit Fee			
Garbage Charges			
Delivery Trucks/Vans Permit Fee			
Sanitary Inspection Fee			
Building Inspection Fee			
Electrical Inspection Fee			
Mechanical Inspection Fee			
Plumbing Inspection Fee			
Signboard/Billboard Fee			
Signboard/Billboard Renewal Fee			
Storage and Sale of Combustible / Flammable or Explosives Substance			
Others:			
TOTAL FEES for LGU			
FIRE SAFETY INSPECTION FEE (15% or minimum amount of P 500.00)			

Assessed by: CTO

FSIF Assessment Approved by: BFP

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 SAFETY INSPECTION FEE ASSESSMENT:	
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Important Notice: As per Section 12 of the Implementing Rules and Regulations of the Fire Code of 2008, certain establishments (e.g. building lessors, earthquake, and explosion hazard insurance companies, and vendors of firefighting equipment, appliance and devices) may be required to pay additional charges and fees other than Fire Safety Inspection Fees. These shall be collected during inspections, or in another process to be communicated by representatives of the Bureau of Fire Protections (BFP).