

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"/> Transfer:		<input type="checkbox"/> From Partnership to Corporation			
<input type="checkbox"/> Ownership	Previous owner: _____	<input type="checkbox"/> From Corporation to Single			
<input type="checkbox"/> Location	Previous Location: _____	<input type="checkbox"/> From Corporation to Partnership			

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:
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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. <i>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)</i>	City Planning and Development Office				
2. <i>Basis for computing Capitalization</i>	Owner of the business				
2. <i>DTI/SEC/CDA Certificate</i>	DTI/SEC/CDA				
Requirements for Renewal of Business Permit					
1. <i>Barangay Clearance</i>	Barangay Center from where the business is located				
2. <i>Basis for computation of taxes, fees and charges (e.g. Income Tax Return); audited financial statement</i>	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**