

ANNEX I. (Page 1 of 2)

APPLICATION FORM FOR BUSINESS PERMIT
MUNICIPALITY OF PALANAN
BUSINESS PERMIT AND LICENSING OFFICE
TAX YEAR 2021

INSTRUCTIONS:

- Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.
- Ensure that all documents attached to this application form are complete and properly filled-up.
- If the filer or receiver is not the owner, submit Special Power of Attorney or Authorization Letter Duly notarized.

I. APPLICANT SECTION

1. BASIC INFORMATION

New Renewal Mode of payment: Annually Semi-Annually Quarterly

Date of Application: _____ DTI/SEC/CDA Registration No. _____

TIN: _____ Date of Registration _____

Type of Business: Single Proprietorship Partnership Corporation Cooperative

Amendment: From: Single Proprietorship Partnership Corporation To: Single Proprietorship Partnership Corporation

Are you enjoying the tax incentive from any Government Entity? Yes No Please specify the entity: _____

Name of Taxpayer/ Registrant

Last name: _____ First Name: _____ Middle Name: _____

Business Address: _____

Trade name / Franchise: _____ Signage Size: _____

2. OTHER INFORMATION

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

Postal Code: _____ Email Address: _____

Telephone No: _____ Mobile No: _____

Owner's Address: _____

Postal Code: _____ Email Address: _____

Telephone No: _____ Mobile No: _____

In case of emergency, provide name of contact person: _____

Telephone No: _____ Email Address: _____

Business Area (n.sq.m.): _____ Total No. Employee in Establishment: _____ No. of Employees Residing within LGU: _____

Male: _____ Female: _____

Note: Fill Up Only If Business Place is Rented

Lessor's Full Name: _____

Lessor's Full Address: _____

Lessor's Full Telephone/Mobile: _____

Lessor's Email Address: _____

Monthly Rental: _____

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 PERURY 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/TAXPAYER OVER PRINTED NAME

POSITION/TITLE

ANNEX I. (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 | Signature |
|--|--|-----|----|------------|-----------|
| Certificate of Occupancy | Office of the Mun. Engineer/ Building Official | | | | |
| Zoning Permit (New) | MPDO | | | | |
| Barangay Clearance | Barangay | | | | |
| Sanitary Permit/ Health Certificate | Municipal Health Office | | | | |
| Municipal Environmental Clearance | MENRO | | | | |
| Market Clearance (for stall hold) | Office of the Muni. Market Administrator | | | | |
| Business Name Registration Certificate | Department of Trade and Industry | | | | |
| Environmental Certificate Clearance | DENR | | | | |
| Valid Fire Safety Inspection Certificate | Bureau of Fire Protection | | | | |

Verified by: **BPLO**

GENEVIE C. CABALDO, CPA
Admin. Officer IV (Budget Officer II)

2. ASSESSMENT OF APPLICABLE FEES

| LOCAL TAXES | REFERENCE | AMOUNT DUE | PENALTY/ SURCHARGE | TOTAL |
|--|-----------|------------|--------------------|-------|
| Gross Sales Tax | | | | |
| Tax on delivery vans/trucks | | | | |
| Tax on storage for Combustible/ Flammable of explosive substance | | | | |
| Tax on Signboard/Billboards | | | | |
| REGULATORY FEES AND CHARGE | | | | |
| Mayor's Permit Fees | | | | |
| Garbage Charge | | | | |
| Delivery Trucks/Vans Permits Fee | | | | |
| Sanitary Inspection Fee | | | | |
| Building Inspection Fee | | | | |
| Electrical Inspection Fee | | | | |
| Mechanical Inspection Fee | | | | |
| Plumbing Inspection Fee | | | | |
| Signboard/Billboard Renewal Fee | | | | |
| Signboard/Billboard Permit Fee | | | | |
| Storage and Sales of Combustible/ Flammable or Explosive substance | | | | |
| OTHERS: | | | | |
| TOTAL FEES for LGU | | | | |
| FETY INSPECTION FEE (15%) | | | | |

Assessed By: **MTO** FSIF Assessment Approved By: **BFP**

WILBERT E. BAUTISTA

SFO1 JEREMIAS G. CORPUZ

III. MUNICIPAL FIRE STATION SECTION

APPLICATION NUMBER (TO BE FILLED UP BY THE APPLICANT/OWNER): _____

Name of Applicant/Owner: _____

Name of Business: _____

Total Floor Area: _____ Contact No: _____

Address of Establishment: _____

Signature of Applicant/Owner: _____

Certified By: _____

Customer Relation Officer: _____ FIRE SAFETY INSPECTION FEE ASSESSMENT: _____

Time and Date Received: _____

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