

APPLICATION FORM FOR BUSINESS PERMIT

TAX YEAR: 2017

MUNICIPALITY OF DON CARLOS

INSTRUCTIONS:

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

 New Renewal Mode of Payment Annually Semi-Annually Quarterly

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

TIN No.:

Type of Business: Single Partnership Corporation CooperativeAmendment : From Single Partnership CorporationTo Single Partnership CorporationAre you enjoying tax incentive from any Government Entity? Yes No Please specify the entity:

Name of Taxpayer / Registrant

Last Name: First Name: Middle Name:

Business Name:

Trade Name / Franchise:

2. OTHER INFORMATION

Note: **For new/renewal applications**; do not fill up this section unless certain information have changed.

Business Address:

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/Mobile No.: Email Address:

Business Area (in sq. m.):	Total no. of Employees in Establishment:		No. of Employees Residing within LGU:
	Male:	Female:	

Note: Fill up Only If Business Place is Rented

Lessor' Full Name:

Lessor's Address:

Lessor's Telephone / Mobile No.:

Lessor's EmailAddress:

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 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/Taxpayer Over Printed Name

Position/Title

ANNEX 1 (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
Occupancy Permit (For New)	Office of the Building Official			
Barangay Clearance (For New/Renewal)	Barangay			
Sanitary Permit/Health Clearance	Municipal Health Office			
Municipal Environment Certificate	Municipal Environment & Natural Resources Office			
Market Clearance (For Stall Holders)	Office of the Municipal Market Administrator			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			

Verified by:

GIDEON REGAL L. SERNAL
 Sr. Admin. Asst. III/BPLO Designate

2. ASSESSMENT OF APPLICABLE FEES		RENEW	
		Qrtr.	Annual
Local Taxes	Amount Due	Penalty	
Gross Sales Tax			
Tax on Trucks/Vans			
Tax on Storage for Combustible/ Flammable of Explosive Substance			
Tax on Signboard / Billboards			
Penalty			-
REGULATORY FEES AND CHARGES			
Mayor's Permit			-
Garbage Charges			-
Delivery Trucks / Vans Permit Fee			-
Sanitary Inspection Fee			-
Building Inspection Fee			-
Electrical Inspection Fee			-
Mechanical Inspection Fee			-
Plumbing Inspection Fee			-
Signboard / Billboard Renewal Fee			-
Signboard / Billboard Fee (New)			-
Storage and Sale of Combustible/ Flammable of Explosive Substance			-
Police Clearance			-
Health Certificate			-
Weight & Measure			-
Occupational Fee			-
TOTAL FEES for LGU	-	-	-
FIRE SAFETY INSPECTION FEE (10%)			

Assessed by:

FSIF Assessment Approved by: BFP

ELVERA A. ANDOY
 Municipal Treasurer

III. MUNICIPALITY FIRE STATION SECTION

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: _____	DATE: _____ 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, 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).