



BUSINESS PERMITS & LICENSING OFFICE

APPLICATION FORM FOR BUSINESS PERMIT

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 application form are complete and properly filled out.
3. For Corporation, only the responsible person (President, Chief Accountant and Corporate Secretary) should sign the form. In case of Liaison Officer or any authorized representative, kindly present an authorization letter signed by the identified responsible person of the corporation.

Type of Application <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Special Permit	Transfer <input type="checkbox"/> Ownership <input type="checkbox"/> Location	Mode of Payment <input type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Quarterly	To be filled up by BPLO: Date Received: _____ Business ID No: _____ Plate No: _____ Received by: _____
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NAME OF TAXPAYER _____

BUSINESS INFORMATION AND REGISTRATION

<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative			
DTI / SEC / CDA Registration Number:		Tax Identification Number (TIN):	
Business Name:			
Trade Name / Franchise (if applicable):			
Business Address: Stall No. _____		Name of Building _____ Purok/Zone No. _____	
Barangay _____		Urdaneta City, Pangasinan 2428	
Telephone No.:		Mobile No.:	Email Address:
For Sole Proprietorship	Name of Owner:		
	Address:		
For Corporations / Cooperatives	Name of President / Officer-in-Charge:		
Partnerships	Address:		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	For Corporation: Filipino _____ Foreign _____	Total No. of Employees in Establishment: Male _____ Female _____	Total No. from UC

BUSINESS ACTIVITY

Line of Business	Products / Services	No. of Units	Capitalization (for new business)	Gross Sales / Receipts (for renewal)	
				Essential	Non-Essential

I declare under the penalty of perjury that the foregoing statements are true and correct based on my knowledge and I complied with all laws and regulations governing the establishment, maintenance and operation of my business. Further, I agree to the immediate cancellation of this permit by the Business Permits and Licensing Office and/or closure of the establishment should the BPLO discover/find any falsehood and/or misrepresentation in this application.

Signature of Applicant/Owner over Printed Name

Position/Title

REQUIREMENTS/DOCUMENTS NEEDED

New <input type="checkbox"/> Completely Filled-up Application Form <input type="checkbox"/> Original Barangay Permit to Operate <input type="checkbox"/> DTI Registration (For Single Proprietor) <input type="checkbox"/> SEC Registration (For Corporation) <input type="checkbox"/> CDA Registration (For Cooperatives) <input type="checkbox"/> DOE/DOT/BSP Clearance (If Applicable) <input type="checkbox"/> Contract of Lease (If Renting) <input type="checkbox"/> Latest Community Tax Certificate <input type="checkbox"/> Others _____	Renewal <input type="checkbox"/> Completely Filled-up Application Form <input type="checkbox"/> Original Barangay Permit to Operate <input type="checkbox"/> Previous Year's Mayor's/Business Permit <input type="checkbox"/> Audited Financial Statement <input type="checkbox"/> ITR1701Q (1st to 3rd Quarters) <input type="checkbox"/> CCTV Ordinance Compliance (Picture) <input type="checkbox"/> Latest Community Tax Certificate <input type="checkbox"/> Others _____
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VERIFICATION OF DOCUMENTS

Description	Office / Agency	Date Issued	Verified by:
Barangay Business Clearance	Barangay		
Locational Clearance	City Planning & Development Office		
Sanitary Permit / Health Clearance	City Health Office		
Occupancy Permit	City Engineer's Office		
Fire Safety Inspection Clearance	Bureau of Fire Protection		
Market Stall Clearance	Market Division		
POSO Clearance	Public Order & Safety Office		
Others, please specify			

RECOMMENDING APPROVAL:

RUFINO RONALDO Z. SAN JUAN VI
Acting BPLO Chief

BY AUTHORITY OF THE CITY MAYOR APPROVED:

ENGR. RANDY F. PARAYNO, CE
City Administrator