



BUSINESS PERMITS & LICENSING OFFICE

UNIFIED 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"/> Additional <input type="checkbox"/> Renewal <input type="checkbox"/> Special Permit	Mode of Payment <input type="checkbox"/> Annual <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Quarterly	To be filled up by BPLO: Business ID No.: _____ Plate No.: _____ Tracking No.: _____ Date Received: _____ Received by: _____
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NAME OF TAXPAYER _____

BUSINESS INFORMATION AND REGISTRATION

Please choose one. Sole Proprietorship One Person Corporation Partnership Corporation Cooperative
 Male Female Male Female

DTI / SEC / CDA Registration Number: _____ Tax Identification Number (TIN): _____

Business Name: _____

Trade Name / Franchise (if applicable): _____

Business Address: Stall/House/Bldg.No. _____ Name of Building _____ Purok/Zone No. _____
 Street _____ Barangay _____ Urdaneta City, Pangasinan 2428

Telephone No.: _____ Mobile No.: _____ Email Address: _____

(For Sole Proprietorship) Name of Owner:	Surname _____	Given Name _____	Middle Name _____	Suffix _____
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Address: _____

(For Corporations/Cooperatives/Partnerships) Name of President/Officer-in-Charge:	Surname _____	Given Name _____	Middle Name _____	Suffix _____
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Address: _____

BUSINESS OPERATION

Business Area (in sq.m.) _____ Total No. of Employees in Establishment _____ No. of Employees _____ No. of Delivery Vehicle (if applicable) _____
 Total Floor Area (in sq.m.) _____ Male _____ Female Residing within U.C. _____ Van/Truck _____ Motorcycle _____

Owned? Yes No If Yes, Tax Declaration No. _____ or Property Identification No. _____
 Total Capital Investment: _____

Do you have tax incentives from any Government Entity? Yes (Please attach a copy of your certification) No

BUSINESS ACTIVITY

(Please check one) Main Office Branch Office Admin Office Only Warehouse Others, Pls. Specify _____

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

REQUIREMENTS/DOCUMENTS NEEDED

New <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"/> National Government Agency Clearance (if applicable) <input type="checkbox"/> Contract of Lease (If Renting) <input type="checkbox"/> Photo of Business Establishment/CCTV Compliance	Renewal <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"/> 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 Certificate	Bureau of Fire Protection		
Market Stall Clearance	Market Division		
POSO Clearance	Public Order & Safety Office		
Others, please specify			

I DECLARE UNDER THE PENALTY OF PERJURY that all information in this application are true and correct based on my personal knowledge and authentic records submitted to the BPLO-Urdaneta City Government. Any false or misleading information supplied, or production of fake/falsified documents shall be grounds for appropriate legal action against me and automatically revokes the permit. I hereby agree that all personal data (as defined under the Data Privacy Law of 2012 and its Implementing Rules and Regulations) and account transaction information or records with the City Government may be processed and profiled or shared to requesting parties for the purpose of any court, legal process, examination, inquiry and audit or investigation of any authority.

Signature of Applicant/Owner over Printed Name

Designation/Position/Title

RECOMMENDING APPROVAL:

**BY AUTHORITY OF THE CITY MAYOR
APPROVED:**

RUFINO RONALDO Z. SAN JUAN VI
City Economic Enterprise Department Head

MR. SONNY L. DOMAGAS
OIC, City Administrator