



APPLICATION FORM FOR BUSINESS PERMIT
TAX YEAR : 20__
MUNICIPALITY OF DARAGA

**INSTRUCTIONS :**

1. Provide accurate information and print legibly to avoid delays. Incomplete information, 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. APPLICATION SECTION**1. BASIC INFORMATION** NEW RENEWALMODE OF PAYMENT: Annually Semi-Annually Quarterly

Date of Application:

DTI/SEC/CDA Registration No.:

TIN NO.:

DTI/SEC/CDA Registration No.:

Type of Business:

Single

Partnership

Corporation

Cooperative

Amendment:

From:

Single

Partnership

Corporation

To:

Single

Partnership

Corporation

Are you Enjoy 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 INFORMATIONNote: **For 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.:

Incase of Emergency, provide Name of contact person:

Telephone No.:

Mobile No.:

Business Area (in sq m.)

Total no.of Employee in Establishment

No.of Employee residing within LGU

Note: Fill Up Only If Business is Rented

Lessor's Full Name:

Lessor's Full Address:

Lessor's Full Tel/Mobile No.:

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 PERJURY that the foregoing informations are true based on my personal knowledge and authentic records. Further, I agree to comply with the regulatory requirement and the other defenciencies within 30 days from release of the business permit.

SIGNATURE OF APPLICANT/TAXPAYER OVER PRINTED NAME

POSITION/TITLE

II. LGU SECTION (Do not fill up this section)

1. VERIFICATION OF DOCUMENTS

DESCRIPTION	OFFICE/ AGENCY	YES	NO	NOT INTENDED
Occupancy Permit (For New)	Office of the Building Official			
Annual Inspection Certificate (For Renewal)	Office of the Building Official			
Barangay Clearance (For Renewal)	Barangay			
Sanitary Permit / Health Clearance	Municipal Health Office			
Municipal Environment Certificate	MENRO			
Market Clearance (For Stall Holders)	Office of the Market Administrator			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			

Verified by: **BPLO** _____

2. ASSESSMENT OF APPLICABLE FEES

LOCAL TAXES	AMOUNT DUE	PENALTY/ SUBCHARGE	TOTAL
Gross Sale Tax			
Tax on Delivery Vans/ Trucks			
Tax on Storage for Combustible/ Flammable of Explosive Substance			
Tax on Signboard/ Billboards			

REGULATORY FEE AND CHARGES

Mayor's Permit Fee			
Sanitary Permit Fee			
Sanitary Inspection Fee			
Health Certificate Fee			
Fire Inspection Fee			
Mechanical/ Electrical Insp.Fee			
Garbage Fee			
Service Fee			
Business Plate / Stricker			
Zoning / Locational Clearance Fee			
MENRO Certificate Fee			
Other(s) _____			

TOTAL FEE FOR LGU			
FIRE SAFETY INSPECTION FEES (10%)			

Assessed by: **MTO**

FSIF Assessment Approved by: **BFP**

III. CITY/ MUNICIPALITY FIRE STATION SECTION

APPLICATION NO.: _____ DATE: _____
(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 Relation Officer
Time and Date Received: _____

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 establishment (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).