

**APPLICATION FORM FOR BUSINESS PERMIT**TAX YEAR 2023CITY/ MUNICIPALITY PILAR

Date

Time in

Time out

Assessment

Payment

Release

INTRODUCTION:

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.

CTC NO.:

DATE ISSUED:

AMOUNT:

ISSUED AT:

I. APPLICANT 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 Expiry Date:

Type of Business:

 Single Partnership Corporation Cooperative

Amendments: from:

to:

 Single Partnership Corporation Single Partnership CorporationAre you enjoying Tax Incentive from any Government Entity? Yes No

please specify entity?

Name Of Taxpayers / Registrant:

Last Name:

First Name:

Middle Name:

Business Name:

Trade Name/Franchise:

2. OTHER INFORMATION

Business Address:

Postal Code:

Email Address

Telephone No.

Mobile No.

Owners 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:

Note: Fill Up Only If Business Place is Rented

Lessor's Full Name:

Lessor's Full Address:

Lessor's Full Telephone/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 information are true based on my personal knowledge and authentic records. Further, I agree to comply with the regulatory requirements and other deficiency within 30 days from release of the business permit.

SIGNATURE OF APPLICANT/TAX PAYERS OVER PRINTED NAME

POSITION/TITLE

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 Renew)	Barangay			
Sanitary Permit/Health Clearance	Municipal Health Office			
Environmental Compliance Certificate	Community Environment and 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: **BPLO**

2. ASSESSMENT OF APPLICABLE FEES

Local Taxes	Amount Due	Penalty/Surcharge	Total
Gross Sales Tax/Business Tax			
Mayor's Permit Fee			
Sanitary Inspection Fee			
Garbage Fee			
Business Establishment Permit (B.E.P)			
Liquor Fee			
Tobacco Fee			
Tax on Signboard/Billboards			
Occupational Tax			
Permit Fee for the Conduct of Group Activities			
Permit Fee for Agricultural Machinery and other Heavy Equipment			
Permit Fee on Pedalled Cart			
Permit Fee on Videoke / Billiard			
Permit Fee on Mobile			
Storage and Sale of Combustible/Flamable or Explosive Substance			
25% Surcharge			
Penalty			
Others			
TOTAL FEES for LGU			

FIRE SAFETY INSPECTION FEE (15%)

Assessed by: **FO2 Roselyn D Mangawang**

FSIF Assessment Approved by: **FO3 Saidee V Book**

III. CITY/MUNICIPALITY FIRE STATION SECTION

DATE _____

APPLICATION NO.:
(TO BE FILLED UP BY APPLICANT/OWNER)

Name of Applicant or Owner:

Name of Business:

Total Floor Area:

Address of Establishment

Signature of Applicant/Owner



Certified by: **FO3 Saidee V Book**
Customer Relations Officer / Collecting Agent

Time and Date Received:

FIRE SAFETY INSPECTION

FEE ASSESSMENT:

Important Notice: As per section 12 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).