APPLICATION FORM FOR BUSINESS PERMIT TAX YEAR 2020 TAGBILARAN CITY



INSTRUCTIONS:

- Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.

 Provide accurate information and Ensure that all documents attache 				will be returned to the applic	cant.			
I. APPLICATION SECTION								
1. BASIC INFORMATION								
□ New □ Renewal	Mode of Paymen	t: 🗆 Annually	□Semi-Annu	ally \				
Date of Application:		DTI/SEC/CDA Registration No.:						
TIN No.:				DTI/SEC/CDA Registration No.:				
Type of Business: ☐ Single ☐ Pa	□Cooperative							
Amendment: From ☐ Single To ☐ Single	☐ Partnership ☐ Partnership	☐ Corporation ☐ Corporation	Male(s	No. of Employees: Male(s): Female(s):				
Are you enjoying tax incentive from any Go	vernment Entity? 🗆 Ye	s 🗌 No Please s	specify entity?					
Name of Taxpayer/Registrant								
Last Name:	First Name:		Middle Name	:	Sex:□Male □Female			
Business Name:		-						
Trade Name / Franchise:								
2. OTHER INFORMATION								
Business Address:								
Postal Code:			Email Address:					
Telephone Number:				Mobile Number:				
Owner's Address:			•					
Postal Code:				Email Address:				
Telephone No.:				Mobile No.:				
In case of emergency, provide name	of contact person:							
Telephone/Mobile No.:	Telephone/Mobile No.: Email Address:							
Business Area (in sq. m.)	Total No. of Em	ployees in Establishm	ent:	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	No. of Units Capitalization		Gross/Sales Recei	Gross/Sales Receipts (for Renewal)			
Line of business INO. Of Of		(for New Business)		Essential Non-Essent				

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.

I. LGU SECTION (Do Not Fill Up This Section)												
1. VERIFICATION OF DOCUMENTS			ice/Agency									
Description		Yes	No	Not Needed								
Occupancy Permit (For New)	Office of the Building Of											
Barangay Clearance (For Renewal)	Barangay											
Sanitary Permit/Health Clearance	City Health Office (CHO											
City Environment Certificate	City Environment and N											
Market Clearance Inspection Certificate	rket Clearance Inspection Certificate Bureau of Fire Protection (BFP)											
Verified by: BPLO												
2. ASSESSMENT OF APPLICABLE FEES												
Local Taxes	Amount Due		Penalty/Surcharge		Tota	ıl						
Gross Sales Tax												
Tax on Delivery Vans/Trucks												
Tax on Storage for Combustible / Flammable or Explosive Substance												
Tax on Signboard / Billboard												
REGULATORY FEES AND CHARGES												
Mayor's Permit Fee												
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												
Storage and Sale of Combustible / Flammable or Explosive Substance												
Others												
TOTAL FEES for LGU												
FIRE SAFETY INSPECTION FEE (10%)		• • •										
			FCIF Accessory		- d b DED							
Assessed by: CTO FSIF Assessment Approved by: BFP												
II. CITY / MUNICIPALITY FIRE STATION SECTION												
APPLICATION NO.: DATE:												
(TO BE FILLED UP BY APPLICATION/OWNE	R)		_	7 (1 L								
Name of Applicant / Owner:												
Name of Business:												
Total Floor Area: Contact No.: Contact No.: Address of Establishment:												
Signature of Application / Owner												
Certified by:												
Customer Relations Officer		FIRE	AFETY INSPECTION FEE ASSESSMENT:									
Time and Date Received:		I INE 3	LIT MOI LOTION FEE ASSESSMENT:									

Important Notice: As per Section 12 of the Implementing Rules and Regulation of the Fire Code of 2008, certain establishments (e.g. building lessors, fire, earthquake, and explosion hazard insurance companies, and vendors of firefighting 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 the inspection or in another process to be communicated by representatives of the Bureau of Fire Protection (BFP)