



APPLICATION FORM FOR BUSINESS PERMIT
TAX YEAR _____
CITY OF ILAGAN, ISABELA

PLD-BP-001-0

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 form (if any) are complete and properly filled out.

I. APPLICANT SECTION

1. BASIC INFORMATION

New Renewal **Mode of Payment:** Annually Semi-Annually Quarterly

Date of Application: _____ DTI/SEC/CDA Registration No. : _____

TIN No. : _____ DTI/SEC/CDA Registration Date. : _____

Type of Business: Single Partnership Corporation Cooperative

Amendment: **From** Single Partnership Corporation

To Single Partnership Corporation

Are you enjoying 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 INFORMATION

Note: For renewal application, 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. : _____

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 requirement and other deficiencies 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 Needed
Occupancy Permit (For New)	Office of the Building Official			
Barangay Clearance	Barangay			
Sanitary Permit/Health Clearance	City Health Office			
City Environmental Certificate	City Environment and Natural Resources Office			
Market Clearance (For Stall Holders)	Office of the City Market Administrator			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			
Zoning Clearance	City Planning and Development Office			
Police Clearance	Philippine National Police			

Verified by: BPLO

2. ASSESSMENT OF APPLICABLE FEES + (please see attached Computerized Tax Order of Payment)

Local Taxes	Amount Due	Penalty/Surcharge	Total
Gross Sales Tax			
Tax on Delivery Vans/Trucks			
Tax on Storage for Combustible/Flammable of Explosive Substance			
Tax on Signboard/Billboards			
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			
Signboard/Billboard Renewal Fee			
Storage and Sale of Combustible/Flammable of Explosive Substance			
Others			
TOTAL FEES for LGU			
FIRE SAFETY INSPECTION FEE (10%)			

ASSESSED BY: CTO

FSIF Assessment Approved by: BFP

III. CITY FIRE STATION SECTION

DATE: _____

APPLICATION NO.: _____
(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 Relations Officer

Time and Date Received: _____

FIRE SAFETY INSPECTION
FEE ASSESSMENT:

Important Notice: As per Section 12 of the 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 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 inspections or in another process to be communicated by representations of the Bureau of Fire Protection (BFP).