APPLICATION FORM FOR BUSINESS PERMIT
TAX YEAR 201___
CITY/MUNICIPALITY TRENTO

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. APPLICATION SECTION

1. BASIC INFORMATION

☐ New ☐ Renewal | Mode of Payment : ☐ Annually ☐ Semi-Annually ☐ Quarterly

Date of Application :	DTI/SEC/CDA Registration No. :
Tax Iden. No. (TIN) :	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: <u>For renewal applications</u>, 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.):	No. of Employees in Establishment:	No. of Employees Residing within LGU:
	☐ Male ☐ Female ☐ Total	☐ Male ☐ Female

Note: Fill Up Only if Business Place is Rented

Lessor's Full Name:	
Lessor's Home Address:	
Lessor's 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

ENGINE NO.	CHASSIS NO.	MAKE/TYPE	PLATE NO.	YEAR MODEL

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 (where business is located)			
Sanitary Permit/Health Clearance	City/Municipal Health Office			
City/Municipal Environment Certificate	City/Municipal MENRO			
Market Clearance (For Stall Holders)	MEEDO			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			

Verified by:

BPLO Designate

2. ASSESSMENT OF APPLICABLE FEES

LOCAL TAXES	**Amount Due**	**Penalty/Surcharge**	**Total**
Gross Sales Tax			
Tax on Business			
REGULATORY FEES AND CHARGES			
Documentary Stamp			
Garbage Charges			
Land Holding Certificate			
Mayors Permit			
Medical Fee			
Occupational Tax			
Plate/Sticker			
Police Clearance			
Sanitary Fee			
Solid Waste Certificate			
Stool & Sputum			
Transloading			
Equipment/Machine			
Others	**(See attach Billing)**		
TOTAL FEES for LGU			
FIRE SAFETY INSPECTION FEE (10%)			

Assessed by:

City/Municipal Treasurer

FSIF Assessment Approved by:

BFP Personnel

III. **CITY/MUNICIPAL 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 Application/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 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).

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Market Clearance (For Stall Holders)	MEEDO			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			

Verified by:

BPLO Designate

2. ASSESSMENT OF APPLICABLE FEES

LOCAL TAXES	**Amount Due**	**Penalty/Surcharge**	**Total**
Gross Sales Tax			
Tax on Delivery Vans / Trucks			
Tax on Storage for Combustible/ Flammable or 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			
Storage and Sale of Combustible / Flammable or Explosive Substance			
Others			
TOTAL FEES for LGU			
FIRE SAFETY INSPECTION FEE (10%)			

Assessed by:

City/Municipal Treasurer

FSIF Assessment Approved by:

BFP Personnel

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