



## APPLICATION FORM FOR BUSINESS PERMIT

Tax Year \_\_\_\_\_  
Municipality of Itogon

*To be filled-up by your BPLO:*

Date of Receipt: \_\_\_\_\_  
Business ID No.: \_\_\_\_\_  
Business Plate No.: \_\_\_\_\_

### GENERAL INSTRUCTIONS:

- Accomplish the application form by ticking the appropriate boxes, typing and/or print legibly. All required data fields/ information should completely and clearly filled-out by the applicant.
- Please ensure that all required documents are properly attached and fill out all necessary information. Incomplete submission of application form and/or requirements will be returned to the applicant.

### A. BUSINESS INFORMATION AND REGISTRATION

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

1. DTI / SEC / CDA Registratrion Number:

2. Tax Identification Number (TIN):    -    -

3. Business Name:

4. Trade Name/Franchise:

5. Main Office/Business Address: House/Bldg. No. \_\_\_\_\_ Street \_\_\_\_\_ Barangay \_\_\_\_\_  
City/Municipality \_\_\_\_\_ Province \_\_\_\_\_ Postal Code

6. Telephone:

7. Mobile No.:

8. E-mail Address:

9. Website Address:

10. Form of Organization:     Sole Proprietorship (*go to 11*)     Partnership (*go to 12*)     Corporation (*go to 12*)  
 Cooperative (*go to 12*)

	Surname	Given Name	Middle Name	Age	Birth Date	Sex
11. Sole Proprietorship						M <input type="checkbox"/> F <input type="checkbox"/>
12. Corporation/ Cooperative: Name of President/Officer in Charge						M <input type="checkbox"/> F <input type="checkbox"/>
Partnership:	a.					M <input type="checkbox"/> F <input type="checkbox"/>
	b.					M <input type="checkbox"/> F <input type="checkbox"/>

13. Residential Address: House/Bldg. No. \_\_\_\_\_ Street \_\_\_\_\_ Barangay \_\_\_\_\_  
City/Municipality \_\_\_\_\_ Province \_\_\_\_\_ Postal Code

### B. OTHER INFORMATION

1. Business Area (in sq.m.):	2. Total No. of Employees in Establishment:		3. No. of Employees Residing within the Municipality:	4. No. of Delivery Units
	Male:	Female:		

5. In case of emergency, provide name of contact person:

Telephone/Mobile No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

6. For business place is rented (*Please attach a copy of your Lease Contract*) Lessor's Full Name:

Lessor's Full Address: \_\_\_\_\_ Lessor's E-mail Address: \_\_\_\_\_

Lessor's Full Telephone/Mobile No.: \_\_\_\_\_ Monthly Rental: \_\_\_\_\_

### C. BUSINESS ACTIVITY

7. Economic Organization     Single Establishment     Branch only     Establishment and Main Office     Main Office only  
 Ancillary Unit

Line/s of Business (attach separate sheet, if necessary)	Capitalization (for new business)	Gross/Sales Receipts (for renewal)	
		Essential	Non-essential

Are you enjoying tax incentive from any Government Entity:     **Yes** (*Please attach a copy of your certificate*)     **No**

I DECLARE PENALTY OF PERJURY that the foregoing information in this application are true based on my personal knowledge and authentic records submitted to the Local Government Unit. Any False or misleading information supplies, or production of documents shall be a ground for appropriate legal action against me. Further, I agree to comply with the regulatory requirement and other deficiencies within 30 days from release of the business permit.

SIGNATURE OF REPRESENTATIVE OVER PRINTED NAME

SIGNATURE OF APPLICANT/ OVER PRINTED NAME

POSITION TITLE

POSITION TITLE

**LGU SECTION (Do not fill up this section)****VERIFICATION OF DOCUMENTS**

DESCRIPTION	FOR	OFFICE/AGENCY	YES	NO	NOT NEEDED
DTI / SEC / CDA REGISTRATION	New	DTI / SEC / CDA			
Barangay Business Clearance	New & Renewal	Barangay (where business is located)			
Zoning/Locational Clearance	New	Municipal Planning & Development Office			
Occupancy Permit	New	Municipal Engineering Office			
Sanitary Permit/Health Certificate	New & Renewal	Municipal Health Services Office			
Fire Safety Inspection Certificate	New & Renewal	Bureau of Fire Protection			
Market Clearance ( For Stall Holders)	New & Renewal	Municipal Market Supervisor			
Lease of Contract (if lessee)	New	Lessor			
Environmental Compliance Certificate	New	Department of Environment and Natural Resources (DENR)			
Sketch and photos of location of business	New	Owner			
OTHERS:					

Verified by BPLO:

\_\_\_\_\_