APPLICATION FORM FOR BUSINESS PERMIT

Tax Year: _____

Municipality of Bauang

☐ New ☐ Renewal ☐ Additional	☐ MALE ☐ FEMALE	**Amendment:** ☐ From Single to Partnership ☐ From Single to Corporation ☐ From Partnership to Single ☐ From Partnership to Corporation ☐ From Corporation to Single ☐ From Corporation to Partnership
Transfer ☐ Ownership ☐ Location		**Mode of Payment** ☐ Annually ☐ Bi-Monthly ☐ Quarterly

Date of Application:	Age:	DTI/SEC/CDA Registration No.:	
Reference No.:		DTI/SEC/CDA Registration No.:	
Type of Organization: ☐ Single ☐ Partnership ☐ Corporation ☐ Cooperative		CTC No.	TIN
Name of Taxpayer		Telephone No.	
Last Name	First Name	Middle Name	
Business Name:			
Tradename/Franchise:			
Name of President/Treasurer of Corporation		Telephone No.	
Last Name	First Name	Middle Name	

Business Address	**Owner's Address**
House No./Building No.	House No./Building No.
Building Name	Building Name
Unit No.	Unit No.
Street	Street
Barangay	Barangay
Subdivision	Subdivision
City/Municipality	City/Municipality
Province	Province
Email Address	Email Address
House No./Building No.	
Property Index Number (PIN)	

Business Area (in sq. m.)	Total No. Employees in Establishment	# of Employees Residing in LGU:

If place of Business is Rented, please identify the following: **Lessor's Name**			**Monthly Rental**
Last Name	First Name	Middle Name	

Lessor's Address	
House No./Building No.	Subdivision
Street	City/Municipality
Barangay	Province
Telephone No.	Email Address
In case of Emergency:	Contact Person/Tel. No./Mobile Phone No./Email Address:

Business Activity

Classification:				Gross Sales/Receipts (for Renewal)	
Code	Line of Business	No. of Units	Capitalization (for New Business)	Essential	Non Essential

Oath of Undertaking:

I undertake to comply with the regulatory requirement and other deficiencies within 30 days from release of business permit.

SIGNATURE OF APPLICANT OVER PRINTED NAME	**Position/Title**

APPLICATION FORM FOR BUSINESS PERMIT

Application No. _____

ASSESSMENTS					
LOCAL TAXES	**REFERENCE**	**AMOUNT DUE**	**PENALTY/SURCHARGE**	**TOTAL**	**ASSESSED BY**
Gross Sale Tax					
Tax on Delivery Vans/Trucks					
Tax on Storage for combustible/Flammable of explosive substances					
Tax on Signboard/Billboards					
REGULATORY FEES AND CHARGES					
Mayors Permit Fee					
Garbage Fee					
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 Permit Fee					
Storage and Sale of Combustible/Flammable or Explosive Substances					
Others					

VERIFICATION DOCUMENTS			
Office/Agency	**Description**	**Date Issued/Signed by**	**VERIFIED BY**
Barangay	Barangay Clearance		
MPDC	Zoning Clearance		
Municipal Health Office	Sanitary/Health Clearance		
Engineering Office	Occupancy Permit		
Bureau of Fire	Fire Safety Inspection Certificate		
MENRO	Environmental Briefing		
Municipal Assessor's Office			
Economic Enterprise (MARKET) ***For Market Establishments***	Market Clearance		
Bauang Tourism Council (BTC)			
Others			

ASSESSMENT REVIEWED BY:	**APPROVED BY**	**APPROVED RECCOMMENDED BY:**
	EULOGIO CLARENCE MARTIN P. DE GUZMAN III Municipal Mayor By Authority of the Municipal Mayor: **VOLTAIRE Q. MALLARE** License Inspector II	**VIOLETA B. ABENOJA** **Municipal Treasurer**

Instructions: 1. Provide accurate information and print legibly to avoid delays. Incomplete application from will return to the applicant.
2. Ensure that all documents attached to this application form are complete.

REQUIREMENTS FOR SECURING MUNICIPAL BUSINESS PERMIT (NEW & RENEWAL)

1. **Community Tax Certificate/Cedula (Municipal Treasury Office)**
2. **Barangay Business Clearance (Place of Business)**
3. **DTI Certificate for Single Proprietorship, SEC Registration & Articles of Incorporation for Corporation, SEC Registration for Partnership CDA Certificate of Cooperative**
4. **Sanitary Permit (Municipal Health Office)**
5. **Fire Inspection Certificate (Bureau of Fire)**
6. **Zoning Certificate (MPDC)**
7. **BIR Annual Registration**
8. **SSS Clearance**
9. **PhilHealth Certificate**
10. **PAG-IBIG Clearance**
11. ***OTHER APPLICABLE REQUIREMENTS PURSUANT TO LOCAL and/or NATIONAL LAWS***

CONTACT NUMBERS (072) LICENSING DIVISION: 682-0143TREASURY:607-2911/705-2557 MPDC: 607-7526 ENGINEERING: 607-7087 MENRO: 705-3893 MHO (RHU):607-3809 ASSESSOR: 607-PNP: DTI LA UNION: