

## BUSINESS PERMIT APPLICATION FORM

New  Renewal

Name of Owner:	Date of application:
Name of Spouse:	DTI Registration No.
Business Name:	TIN:
Kind of Ownership	Representative:
CDA/SEC REG. NO. :	CCTV <input type="checkbox"/> Yes <input type="checkbox"/> None

**Business Address**

Street:
Barangay:
Subdivision:
City / Municipality:
Province:
Tel. No.:
Email Address:

**Owner's Address**

Street:
Barangay:
Subdivision:
City / Municipality:
Province:
Tel. No.:
Email Address:

Total No. of Employees: _____ New, _____ Old	Property Index No. (PIN):
Total No. of Employees Residing in LGU:	Business Area (in sqm)
Business Plate No.:	Date of Issue:

**if Place of Business is Rented, please identify the following:**

Lessor's Name:	Monthly Rental:
Street:	Barangay:
Subdivision:	City / Municipality:
Province:	Tel. No.:

### Business Activity

Code	Line of Business	No. of Units	Capitalization	Gross Sales / Receipt		Permit Fee
				Essential	Non-Essential	

Mode of Payment:  Annually  Bi-Annually  Quarterly

### Assessment

Tax Clearance	
Certification Fee	
Health Fee	
Garbage Collection Fee	
Electrical Permit Fee	
Mechanical Permit Fee	

Sign Board/Billboard Permit Fe	
Occupancy Permit Fee	
Annual Inspection Fee	
Business Permit Plate	
Business Permit Plate Sticker	
Others, Please Specify:	

### Undertaking

Should the BPLD discovers, finds any falsehood(s), and/or misrepresentation(s) in this application. I/We to the immediate cancelation of the business permit & license and or closure of the establishment without notice and hearing and shall not file any case of whatever kind to question the closure establishments and/or withdrawal/cancelation of the license permit and shall hold the Malaybalay City officials free and harmless from any civil, criminal and/or administrative liability arising from any action taken of the application and/or BPLD permit license.

THIS APPLICATION AND/OR BPLD PERMIT/LICENSE DOES NOT EXEMPT APPLICATION PERMIT FEE FROM COMPLYING WITH THE REQUIREMENTS AND OR SECURING THE PERMITS/LICENSES BY OTHER AGENCIES/AUTHORITIES REQUIRED BY EXISTING LAWS/ORDINANCES/RULES AND REGULATIONS AND HEREBY UNDERTAKE TO COMPLY THEREOF.

I/We hereby certify that the statement given above are true and correct to my/our knowledge IN WITNESS WHEREOF. I/WE set my/our hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Signature of Proprietor/Manager

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, at the City of Malaybalay affiant exhibit to me his/her residence certificate no. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

**IGNACIO W. ZUBIRI**  
City Mayor

**PLEASE ATTACHED THE FOLLOWING REQUIREMENTS**

**NEW**

<b>ATTACHMENTS: (photocopy only)</b>		<b>REMARKS</b>
<input type="checkbox"/> Barangay Clearance	:	
<input type="checkbox"/> Zoning & Locational Clearance (CPDO)	:	
<input type="checkbox"/> Occupancy / Building Permit (CEO)	:	
<input type="checkbox"/> Fire Safety Inspection Certificate (BFP)	:	
<input type="checkbox"/> Health and Sanitary Certificate (CHO)	:	
<input type="checkbox"/> Cenro Certificate (CENRO)	:	
<input type="checkbox"/> CEEDMO Clearance (for market stall holders)	:	
<input type="checkbox"/> Lease of Contract (building rental)	:	
<input type="checkbox"/> CDA: for Cooperative	:	
<input type="checkbox"/> SEC: for corporation & partnership	:	
<input type="checkbox"/> DTI Certificate (tradename)	:	
<input type="checkbox"/> Other Documents:	:	
	:	
	:	
	:	

**RENEWAL**

<b>ATTACHMENTS: (photocopy only)</b>		<b>REMARKS</b>
<input type="checkbox"/> CAIT Report form	:	
<input type="checkbox"/> Barangay Clearance	:	
<input type="checkbox"/> Occupancy / Building Permit (CEO)	:	
<input type="checkbox"/> Fire Safety Inspection Certificate (BFP)	:	
<input type="checkbox"/> Health and Sanitary Certificate (CHO)	:	
<input type="checkbox"/> ITR / income & financial statement	:	
<input type="checkbox"/> CEEDMO Clearance (for market stall holders)	:	
<input type="checkbox"/> Other Documents:	:	
	:	
	:	
	:	

*note: bring original copy for verification*

**LOCATIONAL SKETCH OF BUSINESS ESTABLISHMENT**



