

**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**

<input type="checkbox"/> New		<input type="checkbox"/> Renewal		Mode of Payment :		<input type="checkbox"/> Annually	<input type="checkbox"/> Semi-Annually	<input type="checkbox"/> Quarterly
Date of Application:				DTI/SEC/CDA Registration No. :				
TIN No.				DTI/SEC/CDA Registration No. :				
Type of Business:		<input type="checkbox"/> Single	Partnership	<input type="checkbox"/> Corporation	Cooperative			
Amendment:		From <input type="checkbox"/> Single	Partnership	Corporation				
		To <input type="checkbox"/> Single	Partnership	Corporation				
Are you enjoying tax incentive from any Government entity? <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify the entity?								
Name of Taxpayer/ Registrant								
Last Name:						Middle Name:		
Business Name:								
Trade name/ Franchise:								

**2. OTHER INFORMATION**

**Note: For renewal applications,** 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:	Male:      Female:	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 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 (For Renewal)	Barangay			
Sanitary Permit/Health Clearance	City Health Office			
Certificate of Non-Coverage	Bulacan Environment and Natural Resources Office			
Malolos Public Market Certificate	Malolos Public Market			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			

**Customer Feedback: Kamusta ang naging serbisyo ng BPLO sa inyo? Bilugan ang sagot.** Lubos na nasiyahan    Nasiyahan    Nal    Di Nasiyahan    Lubos na nadismaya

Komentaryo / Mungkahi: \_\_\_\_\_

Verified by: BPLO  
\_\_\_\_\_

"In everything give thanks" 1 Thes. 5:18

2. ASSESSEMENT OF APPLICABLE FEES

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 or Explosive Substance			
Others			
TOTAL FEES for LGU			
FIRE SAFETY INSPECTION FEE (10%)			

Assessed by: CTO

FSIF Assessment Approved by: BFP

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

III. CITY/MUNICIPALITY FIRE STATION SECTION

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:

LIST OF REQUIREMENTS		
REQUIREMENTS FOR ASSESSMENTS		
NEW	RENEWAL	RETIREMENT
DTI/SEC/CDA Barangay Business Clearance TCT/Contract of Lease (if renting) Basis for Computing Tax (Capital) Sworn Statement (Notarized) Business Inspection (New) Authorization Letter if representative <ul style="list-style-type: none"><li>Photo Copy of Owner's ID and representative</li></ul> Owner <ul style="list-style-type: none"><li>Photo Copy and original ID</li></ul>	SEC (GIS) Basis for Computing Tax ( BIR Returns, Gross Receipts, Book of Sales, POS Report) Barangay Business Clearance Fire Safety Inspection Certificate Sworn Statement (Notarized)	Original Business Permit/ Official Receipt Business Plate Barangay Business Closure Affidavit/Board Resolution of Closure
STANDARD STEPS		
NEW & RENEWAL		RETIREMENT
<b>STEP 1.</b> Application Filing & verification-Submission of complete application form with attached documentary require and one-time verification		<b>Step 1.</b> Filing and Verification/Inspection of Application and Requirements
<b>Step 2.</b> Assessment one-time assessment of taxes, fees and charges		<b>Step 2.</b> Payment
<b>Step 3.</b> Pay and claim one-time payment of taxes, fees and charges receipt of Official Receipt as proof of payment of taxes, fees and charges imposed by the city/municipality and BFP in securing clearances. Business Permit and other regulatory permit and		<b>Step 3.</b> Releasing
STANDARD PROCESSING TIME		
New	1-2 Days	
Renewal	1 day	