



Republic of the Philippines
City Government of Tarlac
BUSINESS PERMIT AND LICENSING OFFICE
UNIFIED APPLICATION FORM
TAX YEAR - _____



APPLICATION NO. _____
DATE OF FILING (MM/DD/YYYY) _____

LGU VERIFICATIONS PRIOR TO FILING OF BUSINESS APPLICATION:

CPDO - Location & Zoning	CEO - Building & Occupancy	CHO - Sanitary	CENRO	BFP - Fire Safety
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DOCUMENTARY REQUIREMENTS FOR NEW BUSINESS

<p>1. Barangay Clearance for Business</p> <p>2. On the type of Business Organization</p> <ul style="list-style-type: none"> For Single Proprietorship - DTI Certificate of Registration For Corporation - SEC Registration with Articles of Incorporation & By-Laws; Secretary's Certification resolving the opening of a Branch, Authorizing representative to transact with the City Government and Declaration of Capital Investment. For Partnership - SEC Registration with Articles of Co-Partnership & By-Laws: Certification when branching out and Declaration of Capital Investment. For Cooperative - Certificate of Registration Form the Cooperative Development Authority. For Non-Stock/Non Profit Association and Foundation - SEC Registration with By-Laws, and Certificate of Tax Exemption from the Bureau of Local Government Finance - Department of Finance. <p>3. On the Place of Business</p> <ul style="list-style-type: none"> Building/Occupancy Certificate, if owned Lease of Contract, if rented Notice of Award/Award Sheet, if inside a Mall Homeowner's/Neighborhood Certification of No Objection, if inside a subdivision or housing facility 	<p>OTHERS:</p> <ul style="list-style-type: none"> For Lessors <ul style="list-style-type: none"> - Building and Occupancy Permit For Market Stall Owners <ul style="list-style-type: none"> - Clearance from CEEMO (Downtown, Uptown & Riverwalk) - Clearance/Certification from the Lessor (Uptown) For Water Refilling Stations <ul style="list-style-type: none"> - Membership Certificate/Clearance from the Tarlac City Water Refillers Association <p>DOCUMENTS TO BE SUBMITTED PRIOR TO THE RELEASE OF BUSINESS CERTIFICATE, BUSINESS PLATE AND BUSINESS STICKER</p> <ol style="list-style-type: none"> Community Tax Certificate Valid Fire Safety Inspection Certificate/Official Receipt Sanitary Permit 2pcs latest 2x2 picture or corporate logo Copy of Tax Order of Payment & Official Receipt Compliance to the mandatory document(s) applicable for specific business activity being applied for. (List at the back)
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APPLICANT'S PROFILE

FIRST NAME	MIDDLE NAME	LAST NAME
OWNER'S ADDRESS		MOBILE NO.
BUSINESS NAME		
BUSINESS ADDRESS		MOBILE NO.

OTHER INFORMATION:

Business Permit Applying for:		Type of Business Organization		Mode of Payment	
<input type="checkbox"/> New	<input type="checkbox"/> Additional Activities	<input type="checkbox"/> Single Proprietorship	<input type="checkbox"/> Partnership	New: <input type="checkbox"/> Annually	
<input type="checkbox"/> Renewal	<input type="checkbox"/> Waiver/ Transfer/ Amendments	<input type="checkbox"/> Corporation	<input type="checkbox"/> Cooperative	Renewal: <input type="checkbox"/> Annually	<input type="checkbox"/> Quarterly
		<input type="checkbox"/> Others: _____			

Business AREA: (in SQ. M)	No. of Employees: Professionals _____ Non-Professionals _____	No. of Employees: (By Gender) Male _____ Female _____	No. of Employees: (By Residence) From Tarlac City _____ Non-Tarlac City _____	No. of Service Vehicles: Delivery Van/Jeep _____ Delivery Truck _____ Delivery Motorcycle _____ Others _____	No. of Signages/Billboards: Size _____ Material/Made of: <input type="checkbox"/> Steel <input type="checkbox"/> Wood <input type="checkbox"/> Tarp <input type="checkbox"/> Fiber Glass
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IF BUSINESS PLACE IS RENTED

LESSOR'S NAME	MONTHLY RENTAL:
ADDRESS	MOBILE NO.

FOR NEW BUSINESS

BUSINESS ACTIVITY/ LINE OF BUSINESS	COMMODITIES/ITEMS OR SERVICES OFFERED	CAPITALIZATION	PROCESSED BY:
<input type="checkbox"/> RETAILER <input type="checkbox"/> WHOLESALER			_____ Name & Signature _____ Date / Time
<input type="checkbox"/> DEALER <input type="checkbox"/> PRODUCERS			
<input type="checkbox"/> SERVICE <input type="checkbox"/> MANUFACTURER			
<input type="checkbox"/> QUARRY OPERATOR <input type="checkbox"/> OTHERS		TOTAL	

BASIC REQUIREMENTS UPON FILING FOR BUSINESS RENEWAL

<p>1. On the Declaration of Gross Receipts:</p> <ul style="list-style-type: none"> For Single Proprietorship - Sworn Statement of Gross Sales/Receipts with P500,000 & above by Registered owner or authorized Accountant/Bookkeeper: BIR forms for monthly or quarterly payment of percentage tax (for Vat and Non-Vat registered businesses) For Corporation/Partnership - Sworn Statement of Gross Receipts by the Operation's Manager For Cooperative - CDA Certificate of good standing; Current year Financial Statement of Certification of Gross Receipts. <p>2. Photocopy of valid Fire Safety Inspection Certificate</p> <p>3. Photocopy of Previous Year's Sanitary Permit</p> <p>4. Photocopy of Previous CENRO Permit</p> <p>OTHERS:</p> <ul style="list-style-type: none"> For Lessors - Sworn Statement of the list of tenants with the attached Contract of Lease and Award Sheets for the year in consideration 	<ul style="list-style-type: none"> For Market Stall Owners <ul style="list-style-type: none"> - Certificate of No Delinquency from Treasury (Downtown & Riverwalk) - Market Stall Clearance from CEEMO (Downtown, Uptown & Riverwalk) - Certification from Lessor (Uptown) For Water Refilling Stations <ul style="list-style-type: none"> - Clearance from the Tarlac City Water Refillers Association - Previous year's Sanitary Permit <p>DOCUMENTS TO BE SUBMITTED PRIOR TO THE RELEASE OF BUSINESS STICKER</p> <ol style="list-style-type: none"> Community Tax Certificate Official Receipt from Bureau of Fire Protection Sanitary Permit Copy of Tax Order of Payment & Official Receipt Environmental Compliance Clearance from the City Environment & Natural Office (CENRO)
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FOR BUSINESS RENEWAL

BUSINESS ACTIVITY	DECLARED GROSS RECEIPTS	PROCESSED BY:
		_____ Name & Signature _____ Date / Time
	TOTAL	

I DECLARE UNDER PENALTY OF PERJURY that all the declarations contained and made by me are true and correct to the best of my knowledge and authentic records. Further, I agree to comply with the regulatory requirements and other deficiencies within thirty (30) days from released of the Business Permit. It is understood that any misrepresentation of false statement herein and/or any violation on National Laws, City Ordinances, Rules and Regulations are valid ground for the revocation of the Mayor's Permit that may be granted upon this application.

SIGNATURE OF APPLICANT OVER PRINTED NAME
CONTACT NUMBER : _____

NAME & SIGNATURE OF THE REPRESENTATIVE
CONTACT NUMBER : _____

FINAL VERIFICATION OF DOCUMENTS PRIOR TO THE ISSUANCE OF BUSINESS PERMIT / BUSINESS PLATE / STICKERS (RELEASING)

DESCRIPTION	COMPLIED	FOR INSPECTION	FOR COMPLIANCE	VERIFIED BY: <hr/> NAME & SIGNATURE <hr/> DATE / TIME
CERTIFICATE OF ZONING COMPLIANCE (FOR NEW BUSINESS)				
BUILDING OCCUPANCY PERMIT (FOR NEW BUSINESS)				
ANNUAL BUILDING INSPECTION CERTIFICATE				
SANITARY PERMIT				
FIRE SAFETY INSPECTION CERTIFICATE				
CITY ENVIRONMENTAL COMPLIANCE CLEARANCE				
MARKET STALL CLEARANCE (FOR MARKET STALL OWNER)				
CERTIFICATE OF NON-DELINQUENCY (FOR MARKET STALL OWNER)				
CLEARANCE FROM WATER REFILLER'S ASSOCIATION (FOR WATER REFILING BUSINESS)				

To be complied On or Before: _____

Name & Signature of Taxpayer

Contact No.: _____

MANDATORY DOCUMENT(S) APPLICABLE FOR SPECIFIC BUSINESS ACTIVITY BEING APPLIED FOR: (FOR NEW BUSINESS ONLY)

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| <ol style="list-style-type: none"> 1. LESSOR – Tax Declaration / Occupancy Permit. 2. SCHOOL(S) – Deped/Ched Certification/Accreditation. 3. SKILLS/LEARNING CENTER(S)/MANPOWER TRAINING CENTER(S) – TESDA Certification/ Accreditation. 4. PHARMACY – BFAD/FDA Certification/Accreditation; PRC license of the Pharmacist. 5. PERYA/CARNIVAL – Barangay Resolution / Authority from the SP. 6. RESTAURANT(S), BEERHOUSE, CARINDERIA, BEAUTY PARLOR, BARBER SHOP, MASSAGE CLINIC, GRILLS AND RESTO BAR, NIGHT CLUB AND OTHER RELATED BUSINESSES – Their workers must pay occupational tax. 7. INTERNET SERVICE PROVIDER, WATER AND ELECTRIC COMPANY, CABLE NETWORKS, RADIO STATION, LOTTERY, ON-LINE BETTING STATIONS, WASTE TO ENERGY, SOLAR PANEL, WASTE TO ORGANIC – Congressional Franchise / Authority to operate from SP. 8. E-BINGO – PAGCOR Certification. 9. LOCAL RECRUITMENT/PLACEMENT/MANPOWER EMPLOYMENT AGENCY – DOLE permit to operate / Certificate of Registration. 10. SECURITY AND WATCHMAN AGENCY – License to operate from PNP-Crame; Workers must be paid with occupational tax. 11. FOREIGN PLACEMENT AGENCY, PROMOTION AGENCY FOR OVERSEAS FILIPINO WORKERS – POEA Accreditation. 12. BUSINESS WITH DELIVERY VANS/TRUCKS – Payment for delivery van/truck permit. 13. CAR REPAIR SERVICES – DTI accreditation. 14. DENTAL LABORATORIES – License to operate from DOH-Region. 15. SELLING CELLPHONE AND RADIO COMMUNICATION UNITS – National Telecommunications Commission (NTC) Clearance. 16. CONSTRUCTION BUSINESS – Philippine Contractors Accreditation Board (PCAB) License. 17. BANKS, PAWNSHOPS, MONEY TRANSFER, MONEY REMITTANCE & MONEY CHANGER – Certification of Registration or Authority to Operate from Bangko Sentral ng Pilipinas or Central Bank of the Philippines; and provision of CCTV camera. 18. LENDING INVESTORS, FINANCING INSTITUTIONS – SEC Registration with Certificate of Authority; Provision of CCTV camera. | <ol style="list-style-type: none"> 19. INSURANCE AGENCY – Certificate of Authority from the Insurance Commission 20. JUNK SHOPS – Police Clearance; Barangay Resolution of No Objection; and Environmental Compliance Certificate (ECC) from DENR. 21. WATER REFILLING STATIONS – Tax Declaration for Machinery. 22. FOR BUSINESS SELLING SECOND HAND AUTO PARTS – Police Clearance to engage in business. 23. RADIO STATION – Congressional Franchise or Authority from the SP. 24. FUNERAL PARLOR, CREMATORY CEMETERIES, MEMORIAL CHAPEL, MEMORIAL PARKS, LPG REFILLING PLANT, SEPTIC TANK DISPOSAL, PLASTIC RECYCLING, METAL RECYCLING, CROCODILE FARM – DENR – Environmental Compliance Certificate(ECC) from DENR; Barangay Resolution of No Objection. 25. ANIMAL CONTROL FACILITY, AVIARY, CATTERY, CATTLE FARM, KENNEL, LABORATORY ANIMAL FACILITY, MONKEY FARM, OSTRICH FARM, PET SHOP, POULTRY FARM, RACETRACK AND EQUESTRIAN ESTABLISHMENT, SLAUGHTERHOUSE, STOCK FARM, STOCKYARD, STUD FARM, VETERINARY CLINIC, VETERINARY CLINIC, VETERINARY HOSPITAL, WILDLIFE RESCUE CENTER AND ZOO AND OTHER ANIMAL FACILITIES – Clearance from the Bureau of Animal Industry; Environmental Compliance Certificate(ECC) from DENR. 26. GASOLINE AND DIESEL STATION - Environmental Compliance Certificate (ECC) from DENR; Authority to operate from the Department of Energy. 27. SELLING OF FIREWORKS – License to operate from PNP; Clearance from BFP. 28. NON-STOCK NON PROFIT HOSPITALS, SCHOOLS AND COLLEGES – SEC registration. 29. FOR PROFESSIONALS – PRC license and PTR. 30. FOR BUSINESS ENGAGE IN MANUFACTURING, SELLING/RETAILING, DEALER/ DISTRIBUTOR, IMPORT AND EXPORT OR TRANSFER OF ANY DRUGS, COSMETICS OR DEVISE – Valid FDA license to operate. 31. HOTELS/TRANSIENT/APARTELLE/LODGING-Accreditation from the Dept. of Tourism. 32. TRAVEL AND TOURS- Accreditation from the Dept. of Tourism. 33. RESORTS- Accreditation from the Dept. of Tourism. 34. QUARRY OPERATOR – Quarry Clearance; Tax Declaration for private property; Barangay Resolution of No Objection. 35. E-SABONG – Accreditation from PAGCOR; Barangay Resolution of No Objection. 36. E-GAMES – Gaming license from PAGCOR. 37. SOLAR POWER PLANT –Reclassification Ordinance; Department of Energy License to Operate 38. OTHER ACTIVITY NOT SPECIFIED HEREIN - Refer to the BPLO-Head |
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CLIENT FEEDBACK FORM

PARA SA BUSINESS APPLICANT/TAXPAYER NA MAY DIRECT TRANSACTION SA BPLO:

MANGYARI PAKILAGYAN NG MARKA ANG SERBISYO NA IPAGKALOOB SA INYO NG AMING TANGGAPAN GAMIT LAMANG ANG MGA SUMUSUNOD NA NUMERO:
4 -Lubhang Kapuri-puri **3** -Kalugud-lugod ang Serbisyo **2** -Katamtaman **1** -Kailangan ng Pagbabago

MGA KATANGIAN O PAGSASALARAWAN	INFORMATION AND VERIFICATION	RECEIVING		CASHIER				RELEASING
		NEW BUSINESS	BUSINESS RENEWAL	CEDULA	BUSINESS	RPT	BFP	
Ang nagsilbi sa akin ay naka uniporme at may suot na I.D.								
Siya ay magalang, nakangiti at matulungin.								
Ang pag-proseso ng aking transakyon ay mabilis at maayos.								
Ang tanggapan ay malinis, maayos, at may mga signage o mga direksyon na nakatulong sa akin.								

Pangalan: _____ Petsa: _____



Magkaisa
BAWAT ORAS SAMA-SAMA

