



Republic of the Philippines  
Province of Rizal

**MUNICIPAL GOVERNMENT OF TERESA**  
**OFFICE OF THE MUNICIPAL TREASURER**  
Business Permit and Licensing Section

**BUSINESS PERMIT APPLICATION FORM**

**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.

**1. BASIC INFORMATION**

|   |                                  |                                      |                                      |  |                                    |
|---|----------------------------------|--------------------------------------|--------------------------------------|--|------------------------------------|
| <input checked="" 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:  |                                  | DTI/SEC/CDA Date of Registration:    |                                      |  |                                    |
| Type of Business:   | <input type="checkbox"/> Single  | <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Cooperative   |                                    |
| Amendment: From:  | <input type="checkbox"/> Single  | <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | Transfer:                              | <input type="checkbox"/> Ownership |
| To:   | <input type="checkbox"/> Single  | <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation |  | <input type="checkbox"/> Location  |
| Are you enjoying tax incentive from any government entity: <input type="checkbox"/> Yes, specify the entity _____ |                                  |                                      |                                      |  |                                    |

**NAME OF TAXPAYER/REGISTRANT**

|                       |             |              |
|-----------------------|-------------|--------------|
| Last Name:            | First Name: | Middle Name: |
| Business Name:        |             |              |
| Trade Name/Franchise: |             |              |

**2. OTHER INFORMATION**

|   |                                     |                          |                       |
|---|-------------------------------------|--------------------------|-----------------------|
| Business Address:                                     |                                     |                          |                       |
| Home Address:   |                                     |                          |                       |
| Mobile No.:   |                                     | Email Address:           |                       |
| Total No. of Employees in the establishment           | No. of Employees residing in Teresa | No. of Delivery Vehicles | Business Area (sq.m.) |
| In case of emergency, provide name of contact person: |                                     |                          |                       |
| Address:  |                                     | Mobile No.:              |                       |

**NOTE: FILL UP ONLY IF BUSINESS PLACE IS RENTED:**

|                                |
|--------------------------------|
| Lessor's Full Name:            |
| Lessor's Full Address:         |
| Lessor's Telephone/Mobile No.: |
| Lessor's E-mail Address:       |
| Monthly Rental:                |

**3. BUSINESS ACTIVITY**

| LINE/S OF BUSINESS | No. of Units | Capitalization (For New Business) | GROSS SALES/RECEIPTS |               |
|--------------------|--------------|-----------------------------------|----------------------|---------------|
|                    |              |                                   | 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 with the regulatory requirements and other deficiencies within 30 days from release of business permit.

\_\_\_\_\_  
SIGNATURE OF APPLICANT/TAXPAYER OVER PRINTED NAME

\_\_\_\_\_  
POSITION/TITLE

**VERIFICATION OF DOCUMENTS**

**NEW APPLICATIONS**

- 1. 2x2 picture 2 pcs.
- 2. Location plan or sketch plan
- 3. Picture of business establishment
- 4. Power of Attorney/Authorization letter if applicant is not the business owner
- 5. Duly notarized application form
- 6. Business Name Registration
  - Sole Proprietorship: Department of Trade and Industry (DTI)
  - Partnership/Corporation: Securities And Exchange Commission (SEC)
  - Cooperatives: Cooperative Development Authority (CDA)
- 7. Original/Transfer Certificate of Title (OCT/TCT)
- 8. Locational Clearance
- 9. Environmental Permit to Operate
- 10. Sanitary Permit
- 11. Occupancy Permit
- 12. Community Tax Certificate (Sedula)
- 13. Lessor’s Business Permit, if place of business is rented
- 14. Contract of Lease, if place Of business is rented
- 15. Fire Safety Inspection Certificate
- 16. Other local/national agency clearance (if needed)

**FOR RENEWAL**

- 1. Power of Attorney/Authorization Letter if applicant is not the business owner
- 2. Lessor’s Business Permit, if place of business is rented
- 3. Contract of Lease, if place of business is rented
- 4. Community Tax Certificate (Sedula)
- 5. Sanitary Permit, if business is food related and high-risk establishments
- 6. Environmental Permit to Operate for high-risk establishments
- 7. Proof of Gross Sales/Receipts for the preceeding year
  - Audited Financial Statement
  - BIR Form 1701Q or 2551Q
- 8. Fire Safety Inspection Certificate
- 9. Other local/national agency clearance (if needed)
- 10. Previous year business permit and tax order of payment (assessment)

Verified by:

\_\_\_\_\_ BPLS Staff

Date: \_\_\_\_\_

**ASSESSMENT OF APPLICABLE FEES**

| TAX, FEES AND CHARGES                  | Amount | Assessed by: (Printed Name) | Signature |
|--|--------|-----------------------------|-----------|
| Business Tax                           |        |                             |           |
| Credit                                 |        |                             |           |
| Differential                           |        |                             |           |
| Mayor’s Permit                         |        |                             |           |
| Garbage Fee                            |        |                             |           |
| Sanitary Inspection Fee                |        |                             |           |
| Health Certificate                     |        |                             |           |
| Building Inspection Fee                |        |                             |           |
| Electrical Inspection Fee              |        |                             |           |
| Mechanical Inspection Fee              |        |                             |           |
| Plumbing Inspection Fee                |        |                             |           |
| Environmental Fee                      |        |                             |           |
| Signboard/Billboard                    |        |                             |           |
| Storage of Flammable Substance         |        |                             |           |
| Zoning Clearance                       |        |                             |           |
| Occupational/Working Permit            |        |                             |           |
| Business Plate                         |        |                             |           |
| Sticker                                |        |                             |           |
| Delivery Trucks/Van/Vehicles           |        |                             |           |
| Weights and Measures (Calibration Fee) |        |                             |           |
| Others                                 |        |                             |           |
| Total Fees for LGU                     |        |                             |           |
| Fire Safety Inspection Fee             |        |                             |           |

Assessed by:

FSIF Approved By:

**JOMAR F. SAN JUAN**  
Licensing Officer

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