



LOCAL ECONOMIC DEVELOPMENT & INVESTMENT PROMOTIONS OFFICE (LEDIPO)
BUSINESS PERMIT & LICENSING OFFICE (BPLO)

Business One Stop Shop, Rm. 101, G/F, City Hall, Rizal Avenue, West Bajac Bajac, Olongapo City 2200, Philippines
Tel. No.: +63 (47) 611-4813 * Email: bplo.oc@gmail.com | businesspermit@olongapocity.gov.ph * Web: www.olongapocity.gov.ph



UNIFIED APPLICATION FORM FOR RENEWAL OF BUSINESS PERMIT

Form with checkboxes for RENEWAL and ADDITIONAL, and fields for Transfer of Location, Change of Owner, Change of Business Name, Date Of Receipt, Tracking Number, and Business ID Number.

Print legibly. Tick appropriate boxes (✓) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

A. BUSINESS INFORMATION AND REGISTRATION
Please choose one Sole Proprietorship One Person Corporation Partnership Corporation Cooperative
Male Female Male Female

DTI/SEC/CDA Registration Number: Tax Identification Number (TIN):

Business Name:

Trade Name/Franchise (if applicable):

Main Office Address: House/Bldg. No. Name of Building Lot No. Block No.
Street Barangay Subdivision
City/Municipality Province Zip Code

Telephone No.: Mobile No. Email Address:

(For Sole Proprietorship) Name of Owner: Surname Given Name Middle Name Suffix

(For Corporations/Cooperative/Partnerships) Name of President/Officer in Charge: Surname Given Name Middle Name Suffix
For Corporation: Filipino Foreign

B. BUSINESS OPERATION

Business Area (in sq. m): Total No. of Employees in Establishment: No. of Employees: No. of Delivery Vehicles (If applicable):
Total Floor Area (in sq. m): Male Female Residing within Van/Truck Motorcycle

Same as Main Office Address

Building Location Address: House/Bldg. No. Name of Building Lot No. Block No.
Street Barangay Subdivision
City/Municipality Province Zip Code

Owned? Yes No If Yes, Tax Declaration No. or Property Identification No.
If Rented, Lessor's Business Identification Number (BIN) Monthly Rent:

Do you have tax incentives from any Government Entity? Yes (Please attach a copy of your certificate) No

Business Activity (Please check one): Main Office Branch Office Admin Office Only Warehouse Others Pls. Specify

Table with 5 columns: Line of Business, Philippine Standard Industrial Code (If Available), Products/Services, No. of Units, Last Year's Gross Sales/Receipts

I DECLARE UNDER PENALTY OF PERJURY that all information in this application are true and correct based on my personal knowledge and authentic records submitted to the. Any false or misleading information supplied, or production of fake/falsified documents shall be grounds for appropriate legal action against me and automatically revokes the permit. I hereby agree that all personal data (as defined under the Data Privacy Law of 2012 and its implementing Rules and Regulations) and account transaction information or records with the City/Municipal Government may be processed, profiled or shared to requesting parties or for the purpose of any court, legal process, examination, inquiry and audit or investigation of any authority.

SIGNATURE OF APPLICANT/OWNER OVER PRINTED NAME

DESIGNATION / POSITION / TITLE



**Republic of the Philippines
CITY OF OLONGAPO**

**LOCAL ECONOMIC DEVELOPMENT & INVESTMENT PROMOTIONS OFFICE (LEDIPO)
BUSINESS PERMIT & LICENSING OFFICE (BPLO)**

Business One Stop Shop, Rm. 101, G/F, City Hall, Rizal Avenue, West Bajac Bajac, Olongapo City 2200, Philippines
Tel. No.: +63 (47) 611-4813 * Email: bplo.oc@gmail.com | businesspermit@olongapocity.gov.ph * Web: www.olongapocity.gov.ph



In connection with your application for Business Permit, please secure the following documents & clearances and attach them to your application:

Basic Requirements:	Regulatory & National Clearances:	Special Requirements:	Others
<input type="checkbox"/> Duty Accomplished Unified Application Form <input type="checkbox"/> One 2" x 2" or Passport Size Picture of Applicant <input type="checkbox"/> Copy of DTI/ SEC/ CDA Certificate of Registration <input type="checkbox"/> Copy of Current Year's Community / Corporate Tax Certificate (CEDULA) <input type="checkbox"/> Barangay Endorsement (based on location of business) <input type="checkbox"/> Lease Contract and Lessor's Permit (For Leased Properties) <input type="checkbox"/> Authorization Letter for Family Relatives with attached copy of RPT/Tax Declaration from Owner	<input type="checkbox"/> Zoning / Locational Clearance (c/o City Planning Office) <input type="checkbox"/> Fire Safety Inspection Certificate (c/o Bureau of Fire Protection) <input type="checkbox"/> Sanitary Permit (c/o City Health Office) <input type="checkbox"/> ESMO Clearance (c/o Environmental Sanitation & Management Office) <input type="checkbox"/> Occupancy Permit / Bldg. Insp. Certificate (c/o City Eng'g. Office) <input type="checkbox"/> Real Property Tax Payment (RPT) (c/o City Assessor's Office) <input type="checkbox"/> Others (Specify) _____	<input type="checkbox"/> Occupational Permit for Employees <input type="checkbox"/> Public Market Clearance (For Public Market Stall Holders) <input type="checkbox"/> Notarized Authorization to Represent / Special Power of Attorney with valid photocopy of Gov't-issued ID of both (If the Applicant is not the Owner) <input type="checkbox"/> Official Receipt of Weighing Scale Registration (For establishments using weighing scales or other similar devices) <input type="checkbox"/> Photo of CCTV System <input type="checkbox"/> Affidavit of Undertaking (CCTV) <input type="checkbox"/> DILG ARTA, DTI, DICT JMC 01 – Series of 2021 Annex 4 List of Permits / Clearances from National Gov't Agencies for Selected Sectors	For Renewal Applications: <input type="checkbox"/> Copy of Previous Mayor's Permit or Official Receipts <input type="checkbox"/> Proof of Sales (Prior Year's Audited Financial Statements and Income Tax Return) and/or Other Supporting Documents <input type="checkbox"/> 2 Colored Photos (1 Wide / 1 Close-up) of Actual Location of Business/Stalls from owner For New Applications: <input type="checkbox"/> Letter of Intent <input type="checkbox"/> 2 Colored Photos (1 Wide / 1 Close-up) of Actual Location of Business/Stalls from owner

VERIFIED BY: _____ TIME: _____ DATE: _____

***TO BE FILLED BY BUSINESS-ONE-STOP-SHOP (BOSS) STAFF ONLY**

PROCESS	PROCESS DATE	TIME IN	TIME OUT	ACTUAL NO. OF MINUTES	FRONTLINERS		Previous Year's Gross Sales
					INITIAL	SIGNATURE	
VERIFICATION / ASSESSMENT							
			TOTAL				

STEPS	PROCESS	CLEARANCE / PERMIT	REMARKS	DATE OF COMPLIANCE	ACTUAL NO. OF MINUTES	REGULATORY OFFICE REPRESENTATIVES	
						INITIAL	SIGNATURE
1	FILE	ZONING					
		OCCUPANCY/ BLDG. INSP.					
		SANITARY					
		FIRE SAFETY					
		ESMO					
		CITY ASSESSOR'S OFFICE					
2	PAY	CITY TREASURER'S OFFICE					

STEPS	PROCESS	TIME OUT	ACTUAL NO. OF MINUTES	PRINTING/RELEASING		REMARKS
				INITIAL	SIGNATURE	
3	CLAIM					
		TOTAL				