



**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 Baje Baje, Olongapo City 2200, Philippines
Tel. No.: +63 (47) 611-4813 * Email: bplo.oo@gmail.com | businesspermit@olongapocity.gov.ph * Web: www.olongapocity.gov.ph

UNIFIED APPLICATION FORM FOR NEW BUSINESS PERMIT

NEW APPLICATION

NEW ADDITIONAL LINE

Date Of Receipt: _____

Tracking No.: _____

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: _____

Total Capitalization (PH): _____

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 _____

Line of Business	Philippine Standard Industrial Code (if Available)	Products/Services

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.oo@gmail.com | businesspermits@olangapocity.gov.ph * Web: www.olangapocity.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"/> Duly 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				