



APPLICATION FORM FOR BUSINESS PERMIT
TAX YEAR _____
MUNICIPALITY OF ORION

**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 <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 <input type="checkbox"/> Cooperative	
To	<input type="checkbox"/> Single <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative	
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:	First Name:	Middle Name:
Business Name:		
Trade Name / Franchise:		

2. OTHER INFORMATION

Note: For renewal of 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 in Establishment:	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 Receipt(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 the business permit.

SIGNATURE OF APPLICANT / TAXPAYER OVER PRINTED NAME

ANNEX 3 (Page 2 of 2) Application Form for Business Permit				
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	Municipal Health Office			
Municipal Environment Certificate	Mun. Environment and Natural Resources Office			
Market Clearance (For Stall Holders)	Office of the Market Administrator			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			
Zoning / Locational (For New)	MPDC			
Verified by: BPLO _____				
2. ASSESSMENT OF APPLICABLE FEES				
Local Taxes	Amount Due	Penalty/Surcharge	Total	
Gross Sales Tax				
Tax on Delivery Vans / Trucks				
Tax on Storage for Combustible / Flammable or 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				
Storage and sale of combustible / flammable or explosive substance				
Others				
TOTAL FEES for LGU				
FIRE SAFETY INSPECTION FEE (10%)				
Assessed by: _____		FSIF Assessment Approved by: BFP _____		
III. MUNICIPALITY FIRE STATION SECTION				
DATE: _____				
APPLICATION NO.: _____ (TO BE FILLED UP APPLICANT/OWNER)				
Name of Applicant/Owner: _____				
Name of Business : _____				
Total Floor Area : _____ Contact No.: _____ TIN: _____				
Address of Establishment: _____				
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> _____ Signature of Applicant/Owner </div> <div style="width: 50%;"> <input type="checkbox"/> Certified by: Customer Relations Officer Time and Date Received: _____ </div> </div>				
		FIRE SAFETY INSPECTION FEE ASSESSMENT:		
<i>Important Notice: As per Section 12 of the Implementing Rates and Regulations of the Fire Code of 2008, certain establishments (e.g. building lessors, fire, earthquake, and explosion hazard insurance companies, and vendors of fire fighting equipment and appliances.</i>				

CHECKLIST OF REQUIREMENTS**FOR NEW BUSINESS**

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. CEDULA (Community Tax Certificate) | - | Treasurer's Office (1st flr. Mun. Bldg.) |
| <input type="checkbox"/> 2. Brgy. Clearance for Business | - | (Location of Business) |
| <input type="checkbox"/> 3. Zoning Clearance | - | Mun. Planning & Dev't. Office (2nd flr. Mun. Bldg.) |
| <input type="checkbox"/> 4. Engineering Inspection Certificate | - | Engineering Office (1st flr. Mun. Bldg.) |
| <input type="checkbox"/> 5. Sanitary Permit | - | Health Center, Wawa, Orion, Bataan |
| <input type="checkbox"/> 6. DTI/SEC/CDA Registration Certificate | | |
| <input type="checkbox"/> 7. BIR Registration Certificate | - | Balanga City, Bataan |
| <input type="checkbox"/> 8. Fire Safety Inspection Certificate | - | Fire Dept. St. Michael, Balagtas, Orion, Bataan |
| <input type="checkbox"/> 9. Philhealth | - | Balanga City, Bataan |
| <input type="checkbox"/> 10. SSS Clearance | - | Balanga City, Bataan |
| <input type="checkbox"/> 11. Pag-Ibig | - | Balanga City, Bataan |

FOR RENEWAL OF BUSINESS

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. CEDULA (Community Tax Certificate) | - | Treasurer's Office (1st flr. Mun. Bldg.) |
| <input type="checkbox"/> 2. Brgy. Clearance for Business | - | (Location of Business) |
| <input type="checkbox"/> 3. Engineering Inspection Certificate | - | Engineering Office (1st flr. Mun. Bldg.) |
| <input type="checkbox"/> 4. Sanitary Permit | - | Health Center, Wawa, Orion, Bataan |
| <input type="checkbox"/> 5. DTI/SEC/CDA Registration Certificate | | |
| <input type="checkbox"/> 6. BIR Registration Certificate | - | Balanga City, Bataan |
| | - | Form 2551 M (Monthly Percentage Tax Return) |
| | - | Form 2551 Q (Quarterly Percentage Tax Return) |
| | - | Form 1701 Q (Quarterly ITR) for Industrial |
| | - | Form 1702 Q (Quarterly ITR) for Corporation |
| | - | Form 1701 (Annual ITR) Previous Year |
| <input type="checkbox"/> 7. Fire Safety Inspection Certificate | - | Fire Dept. St. Michael, Balagtas, Orion, Bataan |
| <input type="checkbox"/> 8. Philhealth | - | Balanga City, Bataan |
| <input type="checkbox"/> 9. SSS Clearance | - | Balanga City, Bataan |
| <input type="checkbox"/> 10. Pag-Ibig | - | Balanga City, Bataan |