

NEW **RENEWAL**

1. Application Form (Filled up in complete information)
2. Barangay Clearance
3. Community Tax Certificate (Sole or Corporation)
4. Picture of Business Establishment
5. Sketch of Location
6. DTI or SEC Registration for Corporate
7. Articles of Incorporation and By Laws for Corporation & Partnership
8. Proof of Ownership if the place of business is owned.
9. Lease Contract (Notarized) if the place of business is rented, and proof of ownership of lessor
10. Locational Clearance (Planning Office)
11. Affidavit of Undertaking and affidavit of Waiver, signed by the owner or his duly authorized representative, duly notarized by a licensed lawyer.

1. Application Form (Filled up in complete information)
2. Barangay Clearance
3. Community Tax Certificate (Sole or Corporation)
4. Locational Clearance (Planning Office)
5. Previous Year's Business Permit.
6. Previous Year's Income Tax Return (ITR)
7. Previous Year's monthly VAT or NON VAT Return (at least 11 mos.) or Quarterly VAT Return (at least 3 Quarters) duly received by the BIR for those business with P500,000 gross income/receipts.
8. Audited financial statement for business with P300,000.00 & up gross receipts/sales.
9. Affidavit of Undertaking and affidavit of Waiver, signed by the owner or his duly authorized representative, duly notarized by a licensed lawyer.

OTHER REQUIREMENTS AS PER LINE OF BUSINESS

(Certificate of Registration/Certification/Accreditation/Clearance)

<p>Dealer/Retailer of LPG</p> <ul style="list-style-type: none"> ➤ Fire Safety Insp. Cert. <p>Flea Market/Stall Holder</p> <ul style="list-style-type: none"> ➤ TFD <p>Off Track</p> <ul style="list-style-type: none"> ➤ Games & Amusement Board <p>Massage Parlor/Therapeutic Clinic</p> <ul style="list-style-type: none"> ➤ (Stamp Registered) CHO <p>Learning Center</p> <ul style="list-style-type: none"> ➤ MANA <p>Day Care Center</p> <ul style="list-style-type: none"> ➤ DSWD <p>Mini Fair</p> <ul style="list-style-type: none"> ➤ Mechanical Permit from CBO <p>Mini Fair with Bingo</p> <ul style="list-style-type: none"> ➤ Mechanical Permit from CBO ➤ PAGCOR <p>Pharmacy/Drug Store</p> <ul style="list-style-type: none"> ➤ BFAD <p>Security Agency</p> <ul style="list-style-type: none"> ➤ SAGSD (Camp. Crame) <p>Water Refilling Station</p> <ul style="list-style-type: none"> ➤ Certificate of Bacterial Test <p>Rice Retailer</p> <ul style="list-style-type: none"> ➤ NFA <p>Travelling Agency</p> <ul style="list-style-type: none"> ➤ DOT 	<p>Beauty Parlor/Skin Care</p> <p>Barber Shop</p> <p>Beer Garden/ Beerhouse and the like</p> <ul style="list-style-type: none"> ➤ CHO ➤ Tonsorial Permit of Employees <p>Video Rentals</p> <p>Internet Café/Computer Shop engaged in Optical Media Business</p> <ul style="list-style-type: none"> ➤ OMB Certification <p>Birthing Home</p> <p>Rehabilitation/Maternity Clinic</p> <ul style="list-style-type: none"> ➤ CHO ➤ Phil. Health <p>Banks/Money Changer/Pawnshop</p> <ul style="list-style-type: none"> ➤ Central Bank ➤ Stamp Annual Report <p>Garment/Sewing Contractor</p> <ul style="list-style-type: none"> ➤ Occupational Permit of Employees <p>Employment Agency</p> <ul style="list-style-type: none"> ➤ Local - DOLE ➤ Overseas - POEA 	<p>Carinderia/Restaurant/Refreshment Parlors</p> <ul style="list-style-type: none"> ➤ Occupational Permit of Employees <p>Hardware with Combustible/Flammable Junkshop</p> <p>KTV Bar/Videoke House</p> <p>Dealer/Retailer of LPG</p> <ul style="list-style-type: none"> ➤ Fire Safety Insp. Cert. <p>Factory engaged in Food Processing</p> <ul style="list-style-type: none"> ➤ Fire Safety Insp. Cert. ➤ Waste Water Treatment Facility Plan ➤ Waste Water Discharge Permit (DENR) ➤ Waste Water Analysis Result (DENR) <p>Gasoline Station</p> <p>Manufacturer/Fabricators w/ more than 1,000 sqm.</p> <p>Ship Building/Breaking/Repair</p> <ul style="list-style-type: none"> ➤ Fire Safety Insp. Cert. ➤ DOE ➤ ECC frm. DENR
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Note:

1. Quarterly Dues (1st Quarter) **Jan. 20**, (2nd Quarter) **April 20** (3rd Quarter) **July 20** (4th Quarter) **Oct. 20**. Pls. pay on or before the above-mentioned dates to avoid penalty.
2. Business Registration Plate & Business Permit shall be posted and displayed conspicuously in front of the establishment. Non display is subject to a fine of One Thousand Pesos based on Section 6 of MO 2000-01.
3. Surrender your Business Permit upon termination/Retirement of Business to avoid tax liability. To retire your business, complete the following documents:
 - a) Affidavit of Business Closure
 - b) Barangay Business Closure
 - b.) Latest Business Permit & Registration Plate
 - d) Payment of Retirement Fee.

All application for Business Closure is subject for INSPECTION

Received & Checked by:

Approved by:

MARITA DP. TRINIDAD
BPLO Chief

AFFIDAVIT OF WAIVER

That I, _____ Filipino, of legal age, married/single _____ and with postal residential address at _____, Philippines, after having been duly sworn to in accordance with law, hereby depose and state;

That I am the owner/proprietor of _____, engaged in _____, with floor area _____ square meters, and located at _____.

That in furtherance of my said business, the area specified above is deemed sufficient to operate the same;

That, as such, I have paid my License and other regulatory fees as evidence by Official Receipts No. _____, dated _____, 2009, therefore, Business/mayor's Permit to operate was issued to me;

That, I fully understand that the said permit is only temporary and in case there is an order for any violation of existing laws, rules and regulations and City Ordinances, I hereby waive my rights and privilege, that the said permit may be revoked;

That I am executing this affidavit to attest to the truth of the foregoing facts and further to inform the proper authorities concerned for all legal intent and purposes.

AFFIANT, further sayeth none.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2010 in Navotas City.

AFFIANT

UNDERTAKING

By _____ (Name of Authorized Representative)
_____ (Designation)
_____ (Name of Company/Enterprise)
_____ (Nature of Business)
_____ (Business Address)

To: The Honorable City Mayor of Navotas:

On behalf of the company applying for (new/renewal) of Business/Mayor's Permit, I hereby acknowledge the visitorial power of and hereby allow officials of the City Government of Navotas to examine our book of accounts and inspect our business premises during regular business hours to determine correctness of the data/information indicated in our application form for Business Permit.

Non-compliance of the above shall be construed as a deliberate intent on our part to hide the true facts and may be considered as sufficient grounds to warrant the imposition of sanctions against the company within the power of the City Government.

Owner or Authorized Company Representative

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2010 in Navotas City, Philippines.

Notary Public

AFFIDAVIT OF WAIVER

That I, _____ Filipino, of legal age, married/single _____ and with postal residential address at _____, Philippines, after having been duly sworn to in accordance with law, hereby depose and state;

That I am the owner/proprietor of _____, engaged in _____, with floor area _____ square meters, and located at _____.

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Notary Public



Republic of the Philippines
City Government of Navotas
BUSINESS PERMIT & LICENSING OFFICE

TAXPAYER'S COPY

- New
 Additional
 Transfer () Ownership () Location

Application Form for Business

- Mode of Payment
 Annually
 Bi-annually
 Quarterly

NEW APPLICATION RENEWAL APPLICATION Date of Application _____

Reference No. _____ DTI Registration No. _____

Kind of Ownership: _____ TIN _____

Business Owner:
Business Name: _____
Trade Name/Franchise: _____

Name of Owner: Surname First Name Middle Initial

Business Address	Owner's Address
House No./ Bldg. No.	House No./ Bldg. No.
Building Name	Building Name
Unit No.	Unit No.
Street	Street
Barangay	Barangay
City/Municipality	City/Municipality
Tel. No.	Tel. No.

Property Index No. (PIN) _____
Business Area (in sqm) _____ Total No. of Employees in Establishment _____ Total No. of Employees Residing in LGU _____

If Place of Business is Rented, please identify the following:
Lessor's Name : _____ Monthly Rental : _____

Lessor's Address
House No./Bldg. No. _____ City/Municipality _____
Street _____ Contact Person _____
Barangay _____ Tel. No./Mobile Phone No. : _____
Tel. No. _____

Business Activity					
Code	Line of Business	No. of Units	Capitalization	Gross Sales / Receipts	
				Essential	Non-Essential

SIGNATURE OF APPLICANT OVER PRINTED NAME POSITION/TITLE
For corporation, only responsible person should sign the form.

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, 20____ AT
THE CITY /MUNICIPALITY OF _____ AFFIANT EXHIBITED TO ME HIS/HER RESIDENCE CERTIFICATE NO.
A. _____ ISSUED AT _____ ON _____
DOC. NO. _____
PAGE NO. _____
BOOK NO. _____
SERIES OF 20 _____
ADMINISTERING OFFICER



ASSESSMENTS:					
LOCAL TAXES	REFERENCE	AMOUNT DUE	PENALTY	TOTAL	ASSESSED BY
Building Inspection Fee	PD 1096				
Electrical Inspection Fee	PD 1096				
Mechanical Inspection Fee	PD 1096				
Plumbing Inspection Fee	PD 1096				

Description	Office/Agency	Date Issued	Signature of Department Chief
Barangay Business Clearance	Barangay		
Locational Clearance	Zoning Admin.		
Sanitary / Health Clearance	City Health Dept.		
Building Permit	Bldg. Official		
Fire Safety Clearance	City Fire Dept.		

Assessment reviewed by: _____ Application checked by: _____ Approval recommended by: _____

Chief License Division Treasury **MARITA D.P. TRINIDAD**
Chief, Business & Permit Licensing Office

Approved by: _____
CITY MAYOR

- 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 application form are complete and properly filled out.



Republic of the Philippines
City Government of Navotas
BUSINESS PERMIT & LICENSING OFFICE

LEGAL COPY

New
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Application Form for Business

Mode of Payment
 Annually
 Bi-annually
 Quarterly

NEW APPLICATION RENEWAL APPLICATION Date of Application _____

Reference No. _____ DTI Registration No. _____

Kind of Ownership: _____ TIN _____

Business Owner: _____

Business Name: _____

Trade Name/Franchise: _____

Name of Owner: Surname First Name Middle Initial

Business Address **Owner's Address**

House No./ Bldg. No. House No./ Bldg. No.

Building Name Building Name

Unit No. Unit No.

Street Street

Barangay Barangay

City/Municipality City/Municipality

Tel. No. Tel. No.

Property Index No. (PIN) _____

Business Area (in sqm) Total No. of Employees in Establishment Total No. of Employees Residing in LGU

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Street Contact Person

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ENDORSEMENTS

Description	Office/Agency	Date Issued	Signature of Department Chief
Barangay Business Clearance	Barangay		
Locational Clearance	Zoning Admin.		
Sanitary / Health Clearance	City Health Dept.		
Building Permit	Bldg. Official		
Fire Safety Clearance	City Fire Dept.		

Assessment reviewed by: _____

Application checked by: _____

Approval recommended by: _____

Chief License Division Treasury

MARITA D.P. TRINIDAD
Chief, Business & Permit Licensing Office

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TREASURY COPY

New
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 Quarterly

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