

REQUIREMENTS FOR SPECIAL PERMITS AND CERTIFICATIONS

BUSINESS NAME/TRADE NAME _____

BUSINESS OWNER _____

ADDRESS _____

Note: If applying thru representative, submit authorization letter/notarized Secretary's Certification with original ID from owner and representative.

TRANSACTION	REQUIREMENTS
<input type="checkbox"/> 1.) CERTIFICATION OF NO BUSINESS FEES: ₱ 50.00	<input type="checkbox"/> REQUEST FROM HOSPITAL OR ENDORSEMENT FROM CONCERNED AGENCIES. <input type="checkbox"/> VALID GOVERNMENT ISSUED ID
<input type="checkbox"/> 2.) CERTIFIED TRUE PHOTOCOPY OF PERMIT FEES: ₱ 20.00	<input type="checkbox"/> ORIGINAL BUSINESS PERMIT <input type="checkbox"/> WRITTEN REQUEST FROM BUSINESS OWNER, IF SINGLE PROPRIETOR, WITH PURPOSE OF USE <input type="checkbox"/> SECRETARY'S CERTIFICATE OR BOARD RESOLUTION (NOTARIZED), IF CORPORATION, WITH PURPOSE OF USE AND AUTHORIZED REPRESENTATIVE <input type="checkbox"/> VALID GOVERNMENT ISSUED ID'S BOTH PARTIES
<input type="checkbox"/> 3.) CERTIFICATION OF BUSINESS CLOSURE <i>*Please see requirements in the citizen guide to business registration on RETIREMENT OF BUSINESS</i> FEES: ₱ 50.00	<input type="checkbox"/> APPLICATION FOR CLOSURE WITH ATTACHED REQUIREMENTS <input type="checkbox"/> OFFICIAL RECEIPT OF FINAL BUSINESS TAX PAID <input type="checkbox"/> VALID GOVERNMENT ISSUED ID'S
<input type="checkbox"/> 4.) CERTIFICATION: - CHANGE OF OWNERSHIP/TRADENAME - CHANGE OF BUSINESS ADDRESS - CHANGE OF LINE OF BUSINESS - ADDITIONAL LINE OF BUSINESS <i>*Please see requirements in the Citizen's Guide to Business registration on AMENDMENTS OF BUSINESS /MAYOR'S PERMITS</i> FEES: ₱ 50.00	<input type="checkbox"/> FOR SINGLE PROPRIETOR: - APPLICATION FORM WITH COMPLETE REQUIREMENTS - LETTER REQUEST FROM OWNER WITH ID'S - OFFICIAL RECEIPT FOR FEES PAID <input type="checkbox"/> FOR CORPORATION: - APPLICATION FORM WITH COMPLETE REQUIREMENTS - BOARD RESOLUTION/SECRETARY'S CERTIFICATE WITH GOVERNMENT ISSUED ID'S OF BOTH PARTIES - OFFICIAL RECEIPT FOR FEES PAID
<input type="checkbox"/> 5.) SPECIAL PERMIT - TARPAULIN/BANNERS FEES: <i>*Computation based on CSJDM Tax Code</i>	<input type="checkbox"/> LETTER REQUEST INDICATING; DURATION, NO. OF PIECES, SIZE OF TARPAULIN/BANNER, LOCATION WITH PICTURES <input type="checkbox"/> OFFICIAL RECEIPT FEES PAID <input type="checkbox"/> VALID GOVERNMENT ISSUED ID'S FOR BUSINESS OWNER AND AUTHORIZED REPRESENTATIVE
<input type="checkbox"/> 6.) SPECIAL PERMIT – AMUSEMENT/FERIA FEES: <i>*Computation based on CSJDM Tax Code</i>	<input type="checkbox"/> LETTER REQUEST INDICATING; DURATION OF OPERATION, ENUMERATE EACH OF THE GAMES AND RIDES WITH ID OF BUSINESS OWNER <input type="checkbox"/> BARANGAY RESOLUTION <input type="checkbox"/> MECHANICAL PERMIT <input type="checkbox"/> BARANGAY BUSINESS CLEARANCE <input type="checkbox"/> AFFIDAVIT OF INDEMNITY <input type="checkbox"/> OFFICIAL RECEIPT OF FEES PAID
<input type="checkbox"/> 7.) SPECIAL PERMIT FOR FILM MAKING/SHOOTING FEES: ₱ 3,000.00 per day	<input type="checkbox"/> LETTER REQUEST INDICATING; DATE OF FILMING/SHOOTING, LOCATION, TIME <input type="checkbox"/> OFFICIAL RECEIPTS FOR FEES PAID <input type="checkbox"/> VALID GOVERNMENT ISSUED ID'S
<input type="checkbox"/> 8.) SPECIAL PERMIT FOR MOTORCADE/PARADE FEES: ₱ 100.00 per day	<input type="checkbox"/> LETTER REQUEST INDICATING; DATE OF MOTORCADE, TIME, ROUTE <input type="checkbox"/> OFFICIAL RECEIPTS FOR FEES PAID <input type="checkbox"/> VALID GOVERNMENT ISSUED ID'S
<input type="checkbox"/> 9.) SPECIAL PERMIT FOR FIRECRACKERS SELLING FEES: MAYOR'S PERMIT ₱ 200.00 FIRECRACKER RETAILER ₱ 500.00 FSIC ₱ 100.00 TOTAL: ₱ 800.00	<input type="checkbox"/> LETTER REQUEST INDICATING; DURATION OF OPERATION WITH VALID ID <input type="checkbox"/> PICTURE OF PROPOSED LOCATION <input type="checkbox"/> PERMIT OF THE MANUFACTURERS FROM PNP (CIVIL SECURITY GROUP/CAMP CRAME QUEZON CITY) <input type="checkbox"/> CERTIFICATION FROM MANUFACTURER <input type="checkbox"/> FIRESAFETY INSPECTION CERTIFICATE FROM BFP <input type="checkbox"/> PERMIT FROM PNP (BULACAN) <input type="checkbox"/> BARANGAY BUSINESS CLEARANCE

REVIEWED/VALIDATED BY: _____

DATE: _____