

LOCATIONAL SKETCH OF BUSINESS ESTABLISHMENT

VERIFIED BY:

_____ *Inspector*

_____ *Date*

E N D O R S E M E N T S

REQUIREMENTS		OFFICE/ AGENCY	DATE ISSUED	AMOUNT TO BE PAID	RECOMMENDATION
<input type="checkbox"/>	BARANGAY BUSINESS CLEARANCE	Location of Business			
<input type="checkbox"/>	LOCATIONAL CLEARANCE	City Planning and Development Office (CPDO)			
<input type="checkbox"/>	SANITARY / HEALTH CERTIFICATE	City Health Office (CHO)			
<input type="checkbox"/>	COMPUTATION OF ANNUAL ENGINEERING REG. FEES	City Engineering Office (CEO)			
<input type="checkbox"/>	ENVIRONMENTAL INSPECTION CERTIFICATE	City Environment and Natural Resources Office (CENRO)			
<input type="checkbox"/>	ENVIRONMENTAL COMPLIANCE CERTIFICATE	Department of Environment and Natural Resources (DENR)			
<input type="checkbox"/>	CERTIFICATE OF NON-COVERAGE	Department of Environment and Natural Resources (DENR)			
<input type="checkbox"/>	FIRE SAFETY INSPECTION CERTIFICATE (FSIC)	Bureau of Fire Protection (BFP)			
<input type="checkbox"/>	DTI CERTIFICATE OF BUSINESS NAME				
<input type="checkbox"/>	OCCUPANCY PERMIT				
<input type="checkbox"/>	CONTRACT OF LEASE AND LESSOR'S PERMIT (if lessee)				
<input type="checkbox"/>	BIR RETURNS (ANNUAL/MONTHLY/QUARTERLY)				
OTHER REQUIREMENTS					
<input type="checkbox"/>	PREVIOUS TAX ORDER OF PAYMENT (TOP)				
<input type="checkbox"/>	AUTHORIZATION LETTER AND ID (If representative)				
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

I N S T R U C T I O N S

1. Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant
2. The application must be filled by the applicant himself or his duly authorized representative BUT personally signed by the business owner. if juridical person, a duly notarized representative may file the application
3. FOLLOW-UP AND FIXING by employees of San Jose del Monte City Government is strictly prohibited. Help our City Government provide excellent and transparent public service through the implementation of Anti-Red Tape Act (ARTA)