

LOCATIONAL SKETCH OF BUSINESS ESTABLISHMENT

VERIFIED BY:

Inspector

Date

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

REQUIREMENTS	
<input type="checkbox"/>	BARANGAY BUSINESS CLEARANCE
<input type="checkbox"/>	LOCATIONAL CLEARANCE
<input type="checkbox"/>	SANITARY / HEALTH CERTIFICATE
<input type="checkbox"/>	COMPUTATION OF ANNUAL ENGINEERING REG. FEES
<input type="checkbox"/>	ENVIRONMENTAL INSPECTION CERTIFICATE
<input type="checkbox"/>	ENVIRONMENTAL COMPLIANCE CERTIFICATE
<input type="checkbox"/>	CERTIFICATE OF NON-COVERAGE
<input type="checkbox"/>	FIRE SAFETY INSPECTION CERTIFICATE (FSIC)
<input type="checkbox"/>	SEC REGISTRATION
<input type="checkbox"/>	CDA (FOR COOPERATIVE)
<input type="checkbox"/>	BIR RETURNS (ANNUAL/MONTHLY/QUARTERLY)
<input type="checkbox"/>	OCCUPANCY PERMIT
<input type="checkbox"/>	CONTRACT OF LEASE AND LESSOR'S PERMIT (if lessee)

OFFICE/ AGENCY	DATE ISSUED	AMOUNT TO BE PAID	RECOMMENDATION
Location of Business			
City Planning and Development Office (CPDO)			
City Health Office (CHO)			
City Engineering Office (CEO)			
City Environment and Natural Resources Office (CENRO)			
Department of Environment and Natural Resources (DENR)			
Department of Environment and Natural Resources (DENR)			
Bureau of Fire Protection (BFP)			

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"/>	

Assessed by

Date

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)

