



REPUBLIC OF THE PHILIPPINES
CITY OF DIGOS
 BUSINESS PERMITS AND LICENSING OFFICE
 TAX YEAR 2024



UNIFIED BUSINESS PERMIT APPLICATION FORM

	Payment		<i>To be filled-up by BPLO:</i>
NEW	Annually		Business Permit No.: _____
RENEWAL	Bi-Annually		Date of Receipt: _____
ADDOTIONAL	Quarterly		Tracking Number: _____

A. BUSINESS INFORMATION AND REGISTRATION

Please choose one Sole Proprietorship One Person Corporation Partnership Corporation Cooperative
 Male Female Male Female

DTI/SEC/CDA Registration No.: _____ Tax Identification Number (TIN): _____

Business Name: _____

Trade Name/Franchise (If applicable): _____

Main Office Address: House/Bldg. No. _____ Name of Building _____ Lot No. _____ Block No. _____
 Street _____ Barangay _____ Subdivision _____
 City/Municipality _____ Province _____ Zip Code _____

Telephone No.: _____ Mobile No. _____ Email Address: _____

(For Sole Proprietorship) Name of Owner:	Surname	Given Name	Middle Name	Suffix
(For Corporations/Cooperative/ Partnerships) Name of President/Officer in Charge:	Surname	Given Name	Middle Name	Suffix

For Corporation: Filipino Foreign

B. BUSINESS OPERATION

Business Area (in sq.m): _____ Total No. of Employees in Establishment _____ No. of Employees _____ No. of Delivery Vehicles (if applicable) _____
 Total Floor Area (in sq.m): _____ Male _____ Female Residing within _____ Van/Truck _____ Motorcycle

Same as Main Office Address

Business Location Address: House/Bldg. No. _____ Name of Building _____ Lot No. _____ Block No. _____
 Street _____ Barangay _____ Subdivision _____
 City/Municipality _____ Province _____ Zip Code _____

Owned? Yes No If Yes, Tax Declaration No. _____ or Property Identification No. _____

Do you have tax incentives from any Government Entity? Yes (Please attach a copy of your certificate) No

Business Activity (Please check one): Main Office Branch Office Admin Office Only Warehouse Others Pls. Specify _____

Line of Business	Philippine Standard Industrial Code	No. of Units	Capitalization (for New Business)	Gross/Sales Receipts (for Renewal)	
				Essential	Non-Essential

I DECLARE UNDER PENALTY OF PERJURY that all information in this application are true and correct based on my personal knowledge and authentic records submitted to the City Government of Digos. Any false or misleading information supplied, or production of fake/falsified documents shall be grounds for appropriate legal action against me and automatically revokes the permit. I hereby agree that all personal data (as defined under the Data Privacy Law of 2012 and its implementing Rules and Regulations) and account transaction information or records with the City Government may be processed, profiled or shared to requesting parties or for the purpose of any court, legal process, examination, inquiry and audit or investigation of any authority.

SIGNATURE OF APPLICANT/OWNER OVER PRINTED NAME

DESIGNATION/POSITION / TITLE

II. LGU SECTION (Do Not Fill Up This Section)

1. VERIFICATION OF DOCUMENTS

Description	Office/Agency	COMPLIANCE			Remarks	Evaluated by
		Y	N	NR		
DTI / SEC/ CDA Registration	DTI / SEC/ CDA					
CEDULA	City Treasurer's Office					
Zoning Clearance (For New)	CPDC					
Occupancy Permit (For New)	OBO					
Fire Safety Inspection Certificate	BFP					
Sanitary Permit	City Health Office					
Barangay Clearance/Resolution	Barangay					
City Environment Certificate	CENRO					
Engineering Report	City Engineering					
Market Clearance (For Stall Holders)	OCEEM					
Veterinary Clearance	City Vet Office					
Fish Cage Permit	City Agriculture					

- **NR - Not Required**

Verified by: BPLO

SKETCH