Quarterly Deadlines	
1st Qtr: January 1-20	3rd Qtr: July 1-20
2nd Qtr: April 1-20	4th Qtr: October 1-20

Where the last day, for doing any act required or permited by law falls on a regular holiday or special day, the act may be done on the next succeeding business day

Republic of the Philippines
CITY GOVERNMENT OF VALENZUELA
Metropolitan Manila

PBDB # _____

_____
DATE

_____
MAYOR'S PERMIT / BUSINESS ACCOUNT NO.

☐ NEW ☐ QUARTERLY ☐ CHANGE BUSINESS NAME ☐ CORRECTION OF ENTRIES
☐ ADDITIONAL ☐ SEMI-ANNUAL ☐ CHANGE ADDRESS ☐ SPECIAL PERMIT
☐ RENEWAL ☐ ANNUALLY

REQUIREMENTS

NEW BUSINESS REGISTRATION:
1. Proof of business registration, incorporation, or legal personality (ie, DTI/ SEC/ Cooperative Development Authority (CDA) registration):
   note: In certain cases like Sari-Sari Stores not using any or without business name the requirement of DTI/SEC registration may be dispensed with during initial registration (see Act No. 3883)
2. Basis for computing taxes, fees, and charges (e.g. business capitalization);
3. Occupancy Permit, if required by national laws (e.g. Building Code) and local laws; (subjet to post audit requirements as per Ordinance no. 322, series of 2016)
4. Contract of Lease (if Lessee); and
5. Barangay clearance (for business which are not required occupancy permits).

RENEWAL OF BUSINESS APPLICATIONS:
1. Basis for computing taxes, fees and charges (e.g. Income Tax Returns); and
2. Barangay Clearance

All other requirements required by law, ordinance and rules are subject to Post-Audit process.

BUSINESS TRADE NAME				TEL. NO.
BUSINESS ADDRESS	HOUSE NO.	STREET NAME		**BARANGAY**
NAME OF TAXPAYER	SURNAME	FIRST NAME	MIDDLE INITIAL	TEL. NO.
ADDRESS OF TAXPAYER	HOUSE NO.	STREET NAME	BARANGAY	CITY/MUNICIPALITY
DATE OF BIRTH		PLACE F BIRTH		
NAME OF PRESIDENT / CEO / MANAGER			TIN NO.	EMAIL ADDRESS:
COMMUNITY TAX CERTIFICATE NO.: (INDIVIDUAL OR CORPORATE)			DATE ISSUED:	PLACE ISSUED:

BUSINESS ACTIVITY

LINE OF BUSINESS	CAPITALIZATION (FOR NEW BUSINESS)	GROSS/SALES RECEIPTS (FOR RENEWAL)		TOTAL NO. OF EMPLOYEES IN ESTABLISHMENT:
		ESSENTIAL	NON-ESSENTIAL	
				TOTAL NO. OF EMPLOYEES RESIDING WITHIN LGU:

DELIVERY TRUCKS/VANS/VEHICLES NO. OF UNITS	STORAGE OF FLAMMABLES NO. GALLONS:	BUSINESS AREA (IN SQ M..):
KIND OF OWNERSHIP: ☐ SINGLE PROPRIETORSHIP ☐ PARTNERSHIP ☐ CORPORATION ☐ COOPERATIVE		DTI/SEC/CDA Registration No.:

Are you enjoying tax incentive from any Government Entity? ☐ yes ☐ no If yes, please specify the entity.

NOTE: FILL-UP ONLY IF BUSINESS PLACE IS RENTED

LESSOR'S FULL NAME:	LESSOR'S CONTACT NO.	LESSOR'S EMAIL ADDRESS
LESSOR'S FULL ADDRESS:		RENT PER MONTH

Important Notice: As per Section 12 of the Implementing Rules and Regulation of the Fire Code of 2008, certain establishments (e.g. building lessors, fire, earthquake, and explosion hazard insurance companies, and vendors of fire fighting equipment, appliances and devices) may be required to pay additional charges and fees other than the Fire Safety Inspection Fees. These shall be collected during inspections or in another process to be communicated by representatives of the Bureau of Fire Protection (BFP).

DEED OF UNDERTAKING/WAIVER

i,_____, of legal age, Filipino and a resident of Valenzuela city, after having duly sworn to in accordance with law, aver that:

As an applicant for a business permit/license for the City of Valenzuela and as a law abiding citizen and taxpayer thereof, I undertake to comply with all the requirements for the issuance of a business permit and license as required by the law or City Ordinance. I further undertake to allow duly authorized inspectors of the City Government to conduct ocular inspection of my establishment to ensure faithful compliance to any regulatory measures and post inspection requirements and in case of violation or non-compliance thereof it will result in the closure of the business establishment without need of notice, Executive Order and revocation of my business permit. I executed this undertaking and waiver to attest to the truth and veracity of the foregoing based on personal knowledge and for all legal intents and purposes.

I DECLARE UNDER PENALTY OF PERJURY that the foregoing information are true based on my personal knowledge and authentic records. Further, I agree to submit completely filled-out and signed application form and comply with the regulatory requirements and other deficiencies within 30 days from release of the business permit. If there is an error and/or misrepresentation, it will render my application and the issued business permit and other issued clearances void ab initio from the beginning.

I hereby agree that all Personal Data (as defined under the Data Privacy Law of 2012 and its implementing rules and regulations), customer data and account or transaction information or records (collectively, the "Information") which may be with City Government from time to time relating to us may be processed, profiled or shared to requesting parties or for the purpose of any court, legal process, examination, inquiry, audit or investigation of any Authority. The aforesaid terms shall apply notwithstanding any applicable non-disclosure agreement. We acknowledge that such Information may be processed or profiled by or shared with jurisdictions which do not have strict data protection or data privacy laws.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____at Valenzuela City, Philippines.

_____
SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE

_____
POSITION / TITLE

LGU SECTION (Do Not Fill Up This Section) VERIFICATION OF DOCUMENTS

DESCRIPTION	OFFICE/AGENCY	YES	NO	NOT NEEDED
Occupancy Permit (For New)	Office of the Building Official			
Barangay Clearance (For Renewal)	Barangay			
Sanitary Permit/Health Clearance	City Health Office			
City Environmental Certificate	City Environment and Natural Resources Office			
Market Clearance (For Stall Holders)	Office of the City Market Administrator			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			

RECEIVED BY: _____
Designation: _____
Date & time: _____

CTO COPY