

I. APPLICANT SECTION**1. BASIC INFORMATION**

Business Type:	Mode of Payment:
Date of Application:	DTI/SEC/CDA Registration No.:
TIN NO:	Date of Registration:

Type of Business:

Ammendment: **From:**
To:

Are enjoying tax incentive from any Goverment Entity?:

Name of Taxpayer / Registrant

Last Name:	First Name:	Middle Name:
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Business Name:

Trade Name/ Franchise:

2. OTHER INFORMATION

Note: For renewal application do not fill up this section unless certain information have changed.

Business Address:

Postal Code:	Email address:
Telepon No:	Mobile No:

Owner's Addresss:

Postal Code:	Email Address:
Telepon No:	Mobile No:

Incase of Emergency, provide name of contact person:

Telepon/Mobile No:	Email Address:
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Business Area (in sq m.):	Total No. of Employees in Establishment: MALE: FEMALE:	No. of Employees Residing within LGU:
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Note: Fill Up only if Business Place is Rented

Lessor's Full Name:

Lessor's Full Address:

Lessor's Full Telephone/ Mobile No::

Lessor's Email Address::

Monthly Rental:

3. BUSINESS ACTIVITY**Gross/Sales Receipts (for renewal)**

Line Business	No. of Units	Capitalization (for Business)	Essential	Non-Essential

II. LGU SECTION (Do not fill up this section)
1. VERIFICATION OF DOCUMENTS

Description	Office/Agency	Yes	No	Not Needed
Occupancy Permit (For New)	Office of the Building Official			
Zoning (New and Renewal)	Municipal Planning & Dev't. Office			
Barangay Clearance (For Renewal)	Barangay			
Sanitary Permit/Health Clearance	Municipal Health Office			
Municipal Environmental Clearance	Municipal Environment Office			
Market Clearance (For Stall Holders)	Office of the Market Supervisor			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			
Registration/Verification (For River Tanab, Oyster Culture and Floating Fish Cage Operator)	Municipal Agriculture Office			

Verified by: BPLO

2. ASSESSMENT OF APPLICABLE FEES

Local Taxes	Amount	Penalty/Surcharge	Total
Gross Sales Tax			
Tax on Delivery Vans/Trucks			
Tax on Storage for Combustible/Flammable or Explosive Substances			
Tax on Signboard/Billboards			

REGULATORY FEES AND CHARGES

Mayor's Permit Fee			
Garbage Charges			
Delivery Trucks/Vans Permit Fee			
Sanitary Inspection Fee			
Building Inspection Fee			
Electrical Inspection Fee			
Mechanical Inspection Fee			
Plumbing Inspection Fee			
Signboard/Billboard Renewal Fee			
Storage and Sale of Combustible/Flammable or Explosive Substance			
Others			
TOTAL FEES for LGU			
FIRE SAFETY INSPECTION FEE (15%)			

Assessed by: MTO

FSIF Assessment Approved by: BFP

III. CITY/MUNICIPALITY FIRE STATION SECTION

DATE:-----

APPLICATION NO.: -----
(TO BE FILLED UP BY APPLICANT/OWNER)

Name of Applicant/Owner: -----
Name of Business: -----
Total Floor Area:----- Contact No.:-----
Address of Establishment:-----

Signature of Applicant/Owner:



Certified by:
Customer Relations Officer
Time and Date Received:-----



Republic of the Philippines
Province of Negros Occidental
MUNICIPALITY OF HINIGARAN
OFFICE OF THE MAYOR

FOR THE YEAR 2025

BUSINESS TYPE:

NAME OF APPLICANT : _____
BUSINESS NAME (if any) : _____
BUSINESS ADDRESS : _____
CONTACT NO. : _____

THIS IS TO CERTIFY THAT THE ABOVE APPLICANT HAS COMPLIED WITH THE REQUIREMENTS FOR THE ISSUANCE OF BUSINESS PERMIT.
FOR DOCUMENTARY REQUIREMENTS DEFICIENCY, THE ABOVE APPLICANT IS WILLING TO RECTIFY SAID DEFICIENCY ON DATE PROMISED.

1. ZONING ORDINANCE

Action Taken: APPROVED: _____
APPROVED WITH CONDITIONS: _____
DENIED: _____

Conditions/Documentary Deficiency:

1
2
3
4
5

Remarks: _____

ENGR. FERDINAND GABRIDO

Municipal Planning & Development Office (MPDO)

2. FITNESS FOR OCCUPANCY (National Building Code (P.D. 1096) ON PUBLIC SAFETY

Action Taken: APPROVED: _____
APPROVED WITH CONDITIONS: _____
DENIED: _____

Conditions/Documentary Deficiency:

1
2
3
4
5

Remarks: _____

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Municipal Planning & Development Office (MPDO)

3. SOLID WASTE MANAGEMENT/ENVIRONMENT

Action Taken: APPROVED: _____
APPROVED WITH CONDITIONS: _____
DENIED: _____

Conditions/Documentary Deficiency:

1
2
3
4
5

Remarks: _____

ANECITO MUÑOZ

Municipal Environment Office / Solid Waste Management

4. SANITATION CODE OF THE PHILIPPINES (P.D. 865)

Action Taken: APPROVED: _____
APPROVED WITH CONDITIONS: _____
DENIED: _____

Conditions/Documentary Deficiency:

1
2
3
4
5

Remarks: _____

DR. REYMAN PEREZ

Municipal HEALTH Office

5. PUBLIC MARKET

Action Taken: APPROVED: _____
APPROVED WITH CONDITIONS: _____
DENIED: _____

Conditions/Documentary Deficiency:

1
2
3
4
5

Remarks: _____

Mr. RYAN LAGTAPON

Market Supervisor

6. AGRICULTURE OFFICE

Action Taken: APPROVED: _____
APPROVED WITH CONDITIONS: _____
DENIED: _____

Conditions/Documentary Deficiency:

1
2
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4
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Remarks: _____

Mrs. GRACE ARIOLA

Republic of the Philippines
Province of Negros Occidental
MUNICIPALITY OF HINIGARAN
OFFICE OF THE MAYOR

FOR THE YEAR 2025

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Remarks: _____

Mrs. GRACE ARIOLA