

# **REQUIREMENTS FOR RENEWAL OF FSIC**

- 1) Photocopy of Business Permit (Previous and Current)
- 2) Photocopy of latest Fire Safety Inspection Certificate (FSIC)
- 3) Photocopy of Assessment of Business Permit Fee / Business tax Bill from BPLO w/ Official Receipt (1-1 or 1-4)
- 4) Two (2) copies of Tax Declaration of BUILDING / Real Property Tax Bill (if Owned/Lessor)
- 5) One (1) copy of Contract of Lease (if Lessee)
- 6) Copy of Fire Insurance Policy (if any)
- 7) Authorization letter and copy of government issued ID (if not the owner)

Please proceed at 3<sup>rd</sup> Floor NATIONAL GOVERNMENT BUILDING; Kalayaan Ave.

Monday to Friday: 8am to 5 pm