



BF FEDERATION OF HOMEOWNER ASSOCIATIONS, INC.

37 Pular Banzon Street, BF Homes, Parañaque City. Telephone number 8.807.5084

REF NO. _____

NEW ☐ RENEWAL ☐

APPLICATION FOR BUSINESS/COMMERCIAL CLEARANCE

CompanyName: _____ ContactNo. _____
 Business Name: _____ Lessor's Name: _____
 Business Address: _____
 Kind of Operation: _____ e-mail add: _____
 Business Owner's Name: _____
 Home Address: _____
 Right to property: Owned [Since when] _____ Rented [How many years] _____ Lease [How many years] _____
 Total Floor Area: _____ M² Total No. of Storeys: _____ Previous REF. No.: _____

ASSOCIATION PRESIDENT, printed name and signature: _____
NAME OF ASSOCIATION: _____

I – REQUIREMENTS

FOR NEW BUSINESS ESTABLISHMENT:

- | | |
|---|---|
| 1) Lease Contract / TCT | 6) Picture of proposed: |
| 2) Endorsement from Association/Organization representing the business area | a. Frontage with parking |
| 3) Copy of: DTI / SEC with Secretary Certificate | b. Inside |
| 4) Notarized Application Form [Series 2020] | c. Commercial Grease Trap [for restaurants] |
| 5) Proper sketch for proposed location | d. CCTV to be installed |

FOR RENEWAL:

- 1) Copy of previous year BFFHAI Certificate
- 2) Endorsement from Association / Organization representing the business area

II – RULES AND REGULATIONS

- 1) Restaurants, eateries, existing bars and similar establishments MUST provide and properly install a commercial grade Grease Trap and regularly maintained. Collected grease MUST be placed in a suitable container for proper disposal and NOT TO DISPOSE OF ANY VOLUME OR AMOUNT IN ANY FLOOR DRAINAGE LEADING TO STREET DRAIN PIPES.
- 2) Adequate parking commensurate to the type and scale of the proposed establishment must be provided on-site.
- 3) Double parking on streets, ramping and parking on sidewalks are strictly prohibited.

III – FEES

- 1) NEW REGISTRATION – Below 34 sqm, P 2,000 with an Admin fee of P 500.
- 2) RENEWAL – Below 34 sqm, P 1,000 and an Admin fee of P 500.
- 3) BUSINESS / COMMERCIAL ESTABLISHMENT – P 30/sqm and an Admin fee of P 500.
- 4) SIGNAGE – P24 / sq.ft (NO signages can be delivered and installed without a BFFHAI business clearance)

IV – PETITION

Should the operation of business by the applicant or its representative/s be in gross violation of any of the rules and regulations herein provided, the BF Federation of Homeowner Associations, Inc. [BFFHAI] reserves the right to PETITION the Barangay and City to either suspend, revoke, recall and nullify the Clearance and/or Permit issued.

V - COMMERCIAL

- 1) Only those that are classified under the Special Commercial District [SCD] or C-2 shall be allowed.
- 2) Plans for signage must be approved by BFFHAI prior to any order of installation.
- 3) No signage shall be installed on any trees, posts, fences, sidewalks, overhead or abutting along streets and other places that do not conform to the plans as approved by BFFHAI.
- 4) Strictly, adequate parking spaces must be provided within the premises or lot.
- 5) Conversion of empty lots and streets into public use terminal as well as delivery trucks and equipment are not allowed.
- 6) Restaurants, bars, music lounge and other similar establishments shall end its operation at 1:00 a.m. No 24-hour operation.
- 7) Pertinent conditions, rules and regulations under "residential" shall likewise apply and vice-versa.

VI - ENDORSEMENT

The owner is required to secure the necessary endorsement from the respective enclave association in the case of residential or the organization representing Aguirre Ave for commercial before applying for BFFHAI Business Clearance.

VII - RESTRICTIONS

All policies, restrictions and conditions imposed shall subsist as a limitation on the ownership of the property. Observance of the same, being founded on the contractual obligation of the Owner shall not be impaired by any permit or authorization which may be secured from the local or other public entities.

VIII - ENTRY FEES

VEHICLE TYPE	WITH BUSINESS CLEARANCE	WITHOUT CLEARANCE
Motorcycle	P 40	P 250
4-Wheeler	50	500
6-Wheeler	100	1,000
Forward	500	1,500
10-Wheeler	2,500	5,000

Delivery Schedule, Monday to Saturday: 9:00 a.m. to 4:00 p.m. and 9:00 p.m. to 4:00 a.m. All deliveries beyond 10:00 p.m. during regular working days, Sundays and holidays must have ADVANCE PAYMENT OF GATE FEE. No Payment, No Entry.



SKETCH OF PROPOSED SITE / VICINITY
[Indicate nearest landmark]

PROJECT: _____

REF. NO. _____

02.04.20 Series 2020

bob.r

FOR BFFHAI OFFICIAL USE ONLY:

Checked and verified applicant's completeness of filled-up Application for Construction / Business Form and has attached/submitted all the required supporting documents.

Name: _____ Date submitted: _____ Referred to: _____

ACTION TAKEN:

For ocular inspection by: _____ Date of inspection: _____ Forwarded to: _____

Recommending approval / disapproval:

Noted by:

Maristine M. Tanyag
Zoning Officer

William O. Yu
Zoning Chairman

APPROVED / DISAPPROVED BY:

ATTY. ARTURO CARLOS O. ASTORGA II
President

REMARKS:

KNOW ALL MEN BY THESE PRESENTS:

UNDERTAKING

I, the undersigned applicant, attest to the best of my knowledge, ability and belief that I have read and understand all that are written in this Business Clearance Application composed of four [4] pages including this page bearing my name and signature. Further, I understand that any misrepresentation and/or misleading statement on my part, both verbal and written and the supporting documents submitted, shall automatically cause for the cancellation of my Business Clearance to be issued and forfeiture of the total Construction Bond as required and to be posted.

Printed name and signature

SUBSCRIBED AND SWORN before me, this _____ day of _____ 20 _____ at the City of Parañaque.
Affiant exhibiting his/her government issued I.D. [name of agency] _____ issued on: _____
and with expiry date on: _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of: _____

Notary Public

MONITORING

Monitoring as to compliance on applicable BFFHAI policies, rules, regulations and conditions imposed.

OCULAR INSPECTION/S:

1ST ocular inspection – Date: _____ by: _____ Violations: _____

2ND ocular inspection – Date: _____ by: _____ Violations: _____

3RD ocular inspection – Date: _____ by: _____ Violations: _____

NOTICE/S OF VIOLATION/S ISSUED:

1ST Notice - Issued Date: _____ by: _____ Kind: _____

2ND Notice - Issued Date: _____ by: _____ Kind: _____

3RD Notice - Issued Date: _____ by: _____ Kind: _____

RECOMMENDATION/S:

FOR ACTION WITH BARANGAY BF: _____
 FOR ACTION WITH BUSINESS PERMIT AND LICENSING OFFICE [BPLO] _____

Maristine M. Tanyag
Zoning Officer

William O. Yu
Zoning Chairman

APPROVED / DISAPPROVED BY:

ATTY. ARTURO CARLOS O. ASTORGA II
President