

ANNEX 1 (PAGE 2 OF 2) APPLICATION FOR NEW BUSINESS PERMIT

I. LGU SECTION (The local BPLO or CTO shall fill-up this section)

1. VERIFICATION OF DOCUMENTS

DESCRIPTION	OFFICE/AGENCY	COMPLIANCE			Evaluated by
		Yes	No	Not required	
Occupancy Permit	Office of the Local Building Official				
Sanitary Permit/Health Certificate	City Health Office				
City Environmental Certificate	City Environmental and Natural Resources Office				
Market Clearance (for Stall Holders)	Office of the City Market Administrator				
Fire Safety Inspection Certificate	Bureau of Fire Protection				
Zoning Clearance	Planning/Zoning Office				

II. BUREAU OF FIRE PROTECTION SECTION (APPLICATION FOR FIRE SAFETY INSPECTION CERTIFICATE)

DATE: _____

TRACKING NUMBER: _____

(TO BE FILLED UP BY APPLICANT/OWNER)

Name of Applicant/Owner: _____

Name of Business: _____

Total Floor Area: _____ Contact Number: _____

Address of Establishment: _____

Signature of Applicant/Owner

Certified by:

Customer Relations Officer

Time and Date Received: _____

FIRE SAFETY INSPECTION FEE ASSESSMENT:	
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Important Notice: as per Section 12 of the Implementing Rules and Regulations of the Fire Code of 2008, certain establishments (e.g. building lessors, fire, earthquake, and 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).