CMO Form 1

# BUSINESS PERMIT APPLICATION FORM

Transaction No. _____
Encoded by: _____

**TYPE OF APPLICATION**

☐ New ☐ Single Proprietor ☐ Corporate/Partnership/Cooperative

☐ Change Management From: _____ To: _____

☐ Change Location From: _____

To: _____

☐ Additional Line of Business: _____

**Name**: _____

*Family Name* *Given Name* *Middle Name*

***For Corporate/Partnership/Cooperative***

Name: _____

SEC/CDA No. _____ Date of Registration: _____

President/Chairman:

Residence/Mailing Address: _____

Business Address: _____

*Indicate Unit/Stall No. Building Name/Purok if applicable and exact location of Barangay*

Contact Number: TIN:

***If applicant is renting***

Lessor Name: _____

Residence/Mailing Address:

Contact Number: Monthly rent:

Business/Trade Name: _____

Line/s of Business: _____

Capital Investment: **Number of Employees:**

_____ _____

Date of Application Name and Signature

***Please sketch the location of establishment at the back (upper portion).***

## REQUIREMENTS

1. Barangay Business Clearance (*original*)
2. Lease Contract/Award of Notice/ Authorization/ Mall Certification if leasing/ Proof of ownership for Real Estate Lessor and Proprietors (*photocopy*)
3. Locational/Zoning Clearance:
   - City Planning Office or
   - Market Office *(if located w/in the market vicinity*)
4. Health Clearance (*Baguio Health Department*)
5. Building Clearance (*City Buildings and Architecture Office-CBAO*)
6. Sewerage and Parks Clearance (*City Environment and Parks Management Office-CEPMO*)
7. Fire Safety Clearance: Baguio Fire Station
8. DTI for Trade Name Registration (*photocopy*)
9. SEC Registration for Corporation or partnership (*photocopy*) – *if applicable*
10. CDA Registration for Cooperative (*photocopy*) – *if applicable*
11. Filled up application form