

II. LGU SECTION (Do Not Fill Up This Section)				
1. VERIFICATION OF DOCUMENTS				
DESCRIPTION	OFFICE/AGENCY	YES	NO	NOT NEEDED
Occupancy Permit	City Engineer's Office			
Barangay Clearance	Barangay			
Zoning Clearance	City Planning & Dev't. Office			
Sanitary Permit / Health Clearance	City Health Office			
Real Property Tax Clearance	City Treasurer's Office			
City Environmental Certificate	City Environment & Natural Resources Office			
Market Clearance (For Stall Holders)	Market Division - CEEMO			
Livestock Slaughtering Clearance	City Veterinary Office			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			
Verified by : BPLO _____				
2. ASSESSMENT OF APPLICABLE FEES				
LOCAL TAXES	AMOUNT DUE	PENALTY/SURCHARGE	TOTAL	
Gross Sales Tax				
Tax on delivery vans/trucks				
Tax on storage for combustible/ flammable of explosive substance				
Tax on signboard/billboards				
REGULATORY FEES AND CHARGES				
Mayors 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				
Signboard/Billboard Permit Fee				
Storage and Sale of Combustible/ Flammable or Explosive Substance				
Others:				
TOTAL FEES for LGU				
FIRE SAFETY INSPECTION FEE (10%)				
Assessed by: CTO _____				
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 : _____				
Address of Establishment : _____				
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Signature of Applicant/Owner</div> <input style="width: 100px; height: 20px; margin-left: 5px;" type="text"/> </div>				
Certified by:				
Customer Relations Officer				
Time and Date Received : _____				
		FIRE SAFETY INSPECTION:		
		FEE ASSESSMENT:		

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 explosion 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).