



Republic of the Philippines
Province of Bukidnon
City of Valencia
OFFICE OF THE CITY MAYOR

This Application Form is downloadable at www.cityofvalencia.gov.ph

APPLICATION FORM FOR BUSINESS / MOTORELA/ REGULATORY PERMIT

INSTRUCTIONS: 1. Provide accurate information and print legibly to avoid delays. Incomplete Application Form will not be accepted.
2. Ensure that all documents attached to this form are complete and properly filled out.

<input type="checkbox"/> NEW	<input type="checkbox"/> RENEWAL	Mode of Payment: <input type="checkbox"/> Annually <input type="checkbox"/> Semi-annually <input type="checkbox"/> Quarterly	Permit No:
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Application for Business Motorela Regulatory

Date of Application:	DTI/SEC/CDA Registration No.:		
Reference No.:	DTI/SEC/CDA Date of Registration:		
Type of Organization: <input type="checkbox"/> Single <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative	CTC no.	TIN:	
Name of Taxpayer/Registrant:			
Last Name:	First Name:	Middle Name:	
Business Name:			
Trade Name/Franchise:			
Name of President (applicable to Corporation/Cooperative)			
Last Name:	First Name:	Middle Name:	
Business Address		Owner's/Operator's Home Address	
Street:		Street:	
Barangay:		Barangay:	
City & Province:		City & Province:	
Telephone/Mobile No.:		Telephone/Mobile No.:	
Email address:		Email address:	
Name & Contact of person, in case of emergency:			
Property Index Number (PIN):		Coordinates - Latitude:	Longitude:
Business area (in sq. m.):	Total no. of employees:	No. of Employees residing in Valencia:	
Note: Fill Up only if place of business is RENTED. Please identify the following:			MONTHLY RENTAL:
Lessor's Full Name:			
Lessor's Full Address:			
Lessor's Telephone No.:			
Lessor's Email Address:			

Applicable for Business Permit Application

Code	Line of Business	No. of Units	Capitalization (New Business)	Gross Sales/Receipts (for Renewal)	
				Essential	Non-Essential

Verification of Documents

Description	Office/Agency	Yes	No	Not Needed
Occupancy Permit (For New)	City Engineering's Office			
Barangay Clearance	Barangay			
Sanitary Permit/Health Certificate	City Health Office			
City Environment Certificate	CENRO			
Stall Vendor's Compliance Certificate	City Economic Enterprise Office			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			
Other document/s if required by law:				

Applicable for Motorela Permit Application

Motorela Body no:	Association's Name:	Driver's ID number:
Engine No.:	Assigned rest day:	Driver's name:
Chassis No.:	Motorela body color:	Driver's license no.:
Plate No.:	Franchise No.:	Franchise Type: <input type="checkbox"/> New <input type="checkbox"/> Renew <input type="checkbox"/> Confirmation

OATH OF UNDERTAKING

I DECLARE UNDER PENALTY OF PERJURY that the foregoing information are true based on my personal knowledge and authentic records. Further, I agree to comply with the regulatory requirements and other deficiencies within thirty (30) days from release of the Business/Motorela/Regulatory permit.

SIGNATURE OF APPLICANT/TAXPAYER OVER PRINTED NAME	POSITION/TITLE
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RECOMMENDING APPROVAL:

CARLOS C. CARO, JR.
ICO-City Treasurer

APPROVED:

AZUCENA P. HUERVAS
City Mayor

CITY FIRE STATION SECTION

Application No.: _____	Date: _____		
(TO BE FILLED UP BY APPLICANT/OWNER)			
Name of Applicant/Owner: _____			
Name of Business: _____			
Address of Establishment: _____			
Total Floor Area: _____	Contact		
No.: _____	<table border="1"> <tr> <td>FIRE SAFETY INSPECTION FEE ASSESSMENT</td> <td>Php</td> </tr> </table>	FIRE SAFETY INSPECTION FEE ASSESSMENT	Php
FIRE SAFETY INSPECTION FEE ASSESSMENT	Php		
Signature of Applicant/Owner	Certified by: Customer Relation Officer _____		
	Time and Date Received: _____		