

Business Permit Renewal Form

The **business permit renewal form** sample provides a clear template to streamline the application process, ensuring all necessary requirements are met efficiently. It guides applicants through updating business details and submitting required documents to maintain compliance with local regulations. Utilizing this form helps businesses stay legally operational and avoids penalties associated with permit lapses.

Requirements for Renewal

- Completed Business Permit Renewal Form
- Official Receipt of last year's business permit payment
- Updated Barangay Clearance
- Latest Community Tax Certificate (CTC)
- Proof of Payment for Local Taxes & Fees
- Fire Safety Inspection Certificate
- Other regulatory clearances (if applicable)
- Government-issued ID of business owner/representative

Sample Renewal Form

Business Name:

Owner/Proprietor's Name:

Business Address:

Contact Number:

Type of Business:

Tax Identification Number (TIN):

Previous Business Permit No.:

Submitted Documents:

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Official Receipt

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Barangay Clearance

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Community Tax Certificate (CTC)

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Fire Safety Certificate

Additional Remarks:

Submit Renewal