

BFP DOCUMENTARY REQUIREMENTS

*** FOR NEW BUSINESS**

1. DULY ACCOMPLISHED BFP APPLICATION FORM FOR BUSINESS
2. CERTIFIED TRUE COPY OF VALID
CERTIFICATE OF OCCUPANCY
3. ASSESSMENT OF BUSINESS PERMIT FEE/ TAX ASSESSMENT BILL FROM BPLO
4. AFFIDAVIT OF UNDERTAKING THAT THERE WAS NO SUBSTANTIAL CHANGES MADE ON
BUILDING/ESTABLISHMENT
5. COPY OF FIRE INSURANCE (IF NECESSARY)

* "AUTHORIZED REPRESENTATIVE MUST PRESENT AN AUTHORIZATION LETTER AND COPY OF OWNER'S IDENTIFICATION CARD"

***FOR RENEWAL OF BUSINESS**

1. DULY ACCOMPLISHED BFP APPLICATION FORM FOR BUSINESS
2. ASSESSMENT OF THE BUSINESS PERMIT FEE/TAX ASSESSMENT BILL FROM BPLO
3. COPY OF FIRE INSURANCE (IF NECESSARY)
4. ONE (1) SET OF FIRE SAFETY MAINTENANCE REPORT (FSMR) (IF NECESSARY)
5. FIRE SAFETY CLEARANCE FOR WELDING, CUTTING AND OTHER HOT WORK OPERATIONS (IF REQUIRED)

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