



Republic of the Philippines
Office of the City Mayor
BUSINESS PERMITS AND LICENSING OFFICE
RENEWAL OF BUSINESS PERMIT
LIST OF REQUIREMENTS



<input type="checkbox"/>	1. Duly filed -out Unified Business Permit Application Form (1 original)
<input type="checkbox"/>	2. 2024 Business Permit (Original or photocopy)
<input type="checkbox"/>	3. FOR MOTORCAB FOR HIRE: MTOP Application Form & Tricycle Safety Inspection Report (1 Copy)
<input type="checkbox"/>	4. 2024 Sworn Declaration of Gross Sales or Receipts (1 original; Subject to post audit)
<input type="checkbox"/>	4.1 2023 Income Tax Return and Financial Statements (If applicable, Audited Financial Statements)
<input type="checkbox"/>	4.2 2024 Financial Statements (Balance Sheet and Income Statement)
<input type="checkbox"/>	5. One (1) Long Folder

TRACKING NO.:

VERIFIED BY:

DATE VERIFIED:

Signature over Printed Name

You may also apply Online:

www.ormoc.gov.ph
www.bploomoc.com

BPLO - - -
Rev. 3, January 01, 2025

iguormoc.bplo@gmail.com; iguormoc.bpoleips@gmail.com; iguormoc.blis@gmail.com
 (053) 255 – 7395/2521; (053)832-8888 (053); 560 – 8045/8055 Local: 1070 – 1075
 G/F New Ormoc City Hall, Aunubing Street, Brgy. Cogon, Ormoc City, Leyte 6541 Philippines



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Your text here