



**MAYOR'S PERMIT APPLICATION FORM
(FOR OUTSIDE VENDORS)**

Pursuant to Municipal Ordinances, Executive Order and Existing Laws

APPLICATION NO. _____
DATE RECEIVED: _____
AMOUNT PAID: _____

INSTRUCTIONS: Accomplish this form in **CAPITAL LETTERS**. All information shall be true and correct.

I. APPLICANT / VENDOR INFORMATION

Full Name of Applicant / Vendor:			
Business Name (if any):			
Address (Residence):			
Contact No.:		Email Address:	
Date of Birth:		Age:	Sex: ☐ Male ☐ Female
Civil Status:	☐ Single	☐ Married	☐ Widowed ☐ Separated
Valid ID Presented:		ID No.:	
Place of Issuance:		Date Issued:	
Nationality:		TIN (if any):	

APPLICANT'S PHOTO

2 x 2
(Recent Photo)

PRODUCT PHOTO

(Attach Clear Photo of
Products / Booth / Cart)

II. BUSINESS / VENDING INFORMATION

Type of Vending / Business:	(e.g. Food, Clothing, Accessories, Gadgets, Others)		
Description of Goods / Services:			
Place / Location of Vending:	(Exact area / establishment / event / activity)		
Date / Period of Vending:	From: _____	To: _____	
Time of Operation:	From: _____	To: _____	
Name of Event / Activity (if applicable):			

III. REQUIREMENTS SUBMITTED (Please check)

- ☐ 1. Duly accomplished Mayor's Permit Application Form
☐ 2. Valid Government Issued ID (Photocopy)
☐ 3. Photo of Products / Booth / Cart
☐ 4. Other clearances / permits as required by LGU (if applicable)

IV. UNDERTAKING

I hereby certify that the above information are true and correct. I agree to abide by all laws, ordinances, rules and regulations of the Municipality of Santo Tomas relative to cleanliness, peace and order, health and safety, and business operations. I further understand that failure to comply herewith may be a ground for the revocation of this permit.

Signature Over Printed Name of Applicant

Date: _____

V. ACTION / APPROVAL

RECOMMENDING APPROVAL: _____ MENRO / MEO Date: _____	ENDORSED BY: _____ MPDC Date: _____	APPROVED BY: _____ HON. LEANDRO ANTONIO P. TALAUE Municipal Mayor Date: _____
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PERMIT DETAILS (To be filled-out by the BPLO / Treasury Office)

Permit No.:	Date Issued:	Amount Paid:
O.R. No.:	Date Expiry:	Issued By:

NOTE: This permit is **NON-TRANSFERABLE** and is valid only for the period and location stated herein.

Thank you and enjoy your stay!