



Business License and Permit Division

External Services



1. BUSINESS RETIREMENT CERTIFICATE

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Business Retirement Certificate to those who ceased their operations within the territorial jurisdiction of the City of San Fernando, (P).

Office or Division:	Business License and Permit Division (BLPD) located at Ground Floor, Plaza Vidal de Arrozal - Atrium	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	Business Entity	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form for Business Retirement (2 original)		Business License and Permit Division - Window 11
2. Location/Sketch (1 original)		Business License and Permit Division - Window 11
3. Latest Mayor's Permit (1 original)		Business Owner
4. For declaration of Gross Sales: - For Non-BIR Registered taxpayers - Affidavit of Gross Sales/Receipts for the latest taxable periods (1 original) - For BIR Registered taxpayers, any of the following: a. Income Tax Returns of the preceding year (1 photocopy) b. VAT or Percentage Tax Returns of the preceding year (1 photocopy) c. Certification of breakdown of sales of each branch (if consolidated ITR) (1 original) - For Non-Operation of Business- Affidavit of Non-Operation for the latest taxable period/s (1 original)		-Notarial Services -Bureau of Internal Revenue -Bureau of Internal Revenue -Company Accountant/Manager -Notarial Services
Other supporting documents: -Affidavit of Business Retirement signed by both partner - for		-Notarial Services
partnership (1 original) -Board Resolution/Secretary's Certificate for Business Retirement – for corporation (1 photocopy) -Authorization Letter – if representative (1 original)		-Company's Corporate Secretary -Business Owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Accomplish the application form & submit all the necessary documents required at the Business License and Permit Division – Window 11. Wait while the staff prepares the Inspection Stub. Return on date indicated in the stub.</p>	<p>1. Receive, evaluate and verify the application form and documentary requirements.</p> <p>1.1 Issue Inspection Stub</p> <p>1.2 Endorse the documents to Inspector for inspection</p> <p>1.3 Update all necessary information needed for the computation of taxes on the e-BPLS, print the assessment slip. Approve assessment.</p>	<p>None</p> <p>None</p> <p>Refer to 2017 Revised Revenue Code & Market Code of the CSFP *Copy of the Revenue Code at BLPD Windows 11 and 14</p>	<p>2 minutes</p> <p>1 day upon receipt</p> <p>2 minutes</p>	<p><i>Receiving Clerks/ Licensing Officer II</i> (Business License and Permit Division)</p> <p><i>License Inspector</i> (Business License and Permit Division)</p> <p><i>Assessment Clerks/ Assessment Officer/ BLPD Chief</i> (Business License and Permit Division)</p>
<p>2. Give the Inspection Stub to BLPD staff at the Business License and Permit Division – Windows 15 or 16</p>	<p>2. Release the Assessment Slip to the client</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Releasing Clerks/ Licensing Officer II</i> (Business License and Permit Division)</p>

3. Pay the corresponding taxes & fees at the City Treasurer's Office – Window 8 and receive the Official Receipt.	3. Collect the correct amount of money as payment for the issuance of Business Retirement Certificate.	None	3 minutes	<i>Local Revenue Collection Officer III</i> (City Treasurer's Office)
4. Wait while the BLPD staff prepares the Business Retirement Certificate	4. Print, approve and segregate the Certification	None	3 minutes	<i>Releasing Clerks/ Licensing Officer II/ BLPD Chief</i> (Business License and Permit Division)
5. Claim the Business Retirement Certificate at the Business License and Permit Division. – Windows 15 or 16	5. Release the Certification	None	2 minutes	<i>Releasing Clerks/ Licensing Officer II</i> (Business License and Permit Division)
TOTAL:		None	1 day and 14 minutes	

Note: If based on the inspection conducted, the business still operates, the processing for the retirement will be suspended and the taxpayer will be required to either renew his/her permit or cease its operation.



2. CERTIFICATE OF NO BUSINESS

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Certificate of No Business to affirm the validity of business record/information of an individual.

Office or Division:	Business License and Permit Division (BLPD) located at Ground Floor, Plaza Vidal de Arrozal-Atrium			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	CSFP Residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of No Business from the Barangay Hall (1 original for presentation and 1 photocopy) 2. Authorization Letter and ID of the owner (if representative) (1 original for presentation and 1 photocopy)		-Barangay Hall -Owner of the Certification/Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Certificate of No Business at the Business License and Permit Division – Windows 15 or 16	1. Receive, check and verify the document. 1.1 Inform the client to pay at the City Treasurer's Office	None	5 minutes	<i>Releasing Clerks/ Licensing Officer II</i> (Business License and Permit Division)
2. Pay the corresponding fees at the City Treasurer's Office – Window 9 and receive the Official Receipt	2. Collect the correct amount of money as payment for the Certificate. 2.1 Print the Official Receipt	Refer to 2017 Revised Revenue Code & Market Code of the CSFP *Copy of the Revenue Code at BLPD Windows 11 and 14	5 minutes	<i>Local Revenue Collection Officer</i> (City Treasurer's Office)

3. Give the Official Receipt to BLPD staff at Windows 15 or 16 and wait while the staff prepares the Certification	3. Encode, print, approve and segregate the Certificate	None	10 minutes	<i>Releasing Clerks/ Licensing Officer II / BLPD Chief (Business License and Permit Division)</i>
4. Claim the Certification of No Business at the Business License and Permit Division – Windows 15 or 16	4. Release the Certificate of No Business	None	5 minutes	<i>Releasing Clerks Licensing Officer II (Business License and Permit Division)</i>
TOTAL:		None	25 minutes	



3. MAYOR'S PERMIT FOR BUSINESS (NEW BUSINESS)

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Mayor's / Business Permit for regulating the operation of businesses within the territorial jurisdiction of the City of San Fernando, (P). Any person doing business with the City of San Fernando, (P) can avail of this service.

Office or Division:	Business License and Permit Division (BLPD) located at Ground Floor, Plaza Vidal de Arrozal-Atrium	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Businessmen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Business Application Form (1 original)		Business License and Permit Division – Window 11
2. Location/Sketch (1 original)		Business License and Permit Division – Window 11
3. Barangay Business Clearance		Business License and Permit Division
4. DTI/SEC/CDA/ DHSUD – for business name registration (1 original copy for presentation and 1 photocopy for Business License and Permit Division)		Department of Trade and Industry Office/ Securities and Exchange Commission Office/ Cooperative Development Authority Office/ Department of Human Settlements and Urban Development
5. Community Tax Certificate		Business License and Permit Division
6. Tax Declaration (1 photocopy)		City Assessor's Office – Window 18
Any of the following applicable forms of ownership of lot (1 photocopy) : -Owner's Duplicate Copy (TCT); -Lease proposal -Contract of Lease duly notarized; -Certificate of Lease duly notarized; -Deed of Absolute Sale duly notarized; -Authorization Letter (notarized) and/ or Notice of Award; -LHSD Certification if within Northville Subdivision; -NHA Certification if within San Fernando Heights, Bulaon Resettlement, San Fernando Ville (former AFP-PNP-Ville); -Deed of Donation and/ or Special Power of Attorney duly notarized;		-Owner of the property -Lessor of the property -Notarial Services -Owner or Lessor of the property -Local Housing Settlement Division -Notarial Services/Person being represented

<p>-Contract to Sell duly notarized; and - Sworn Statement as Heir of the property</p>	<p>-Notarial Services -Notarial Services</p>
<p>-Photocopy of Certificate of Occupancy/ Use (except for kiosks, carts, ambulant vendors, public market stalls, security and janitorial services deployed in commercial establishments/ malls, construction with total cost of PHP 15,000 and below)</p>	<p>Business Owner or Office of the City Building Official</p>
<p>-Sanitary Permit, Environmental Management Permit, Zoning Certificate, Fire Safety Inspection Certificate, and Clearances from OCBO and Barangay</p>	<p>The following requirements are to be facilitated by the Business License and Permit Division</p>
<p>Other supporting documents: -Affidavit/Undertaking on Non-Operations of Games – for internet (1 original) -Grant of Authorities from Congress/ PAGCOR/ Sangguniang Panlungsod Franchise – for amusement entities (1 photocopy) - Compliance to Ordinance No. 2018-029 or “The 2018 CCTV System Ordinance of the City of San Fernando, Pampanga -CCTV System Certification -Letter of Undertaking to Comply to CCTV Ordinance - Homeowner’s Clearance/Certification – (if within approved residential subdivision) / Neighborhood’s Consent nearby, minimum of 4 periphery units (if no homeowner’s association)/ Developer’s Consent (for newly developed subdivision) - 1photocopy (original for presentation) -CMOD Clearance- if within the new/old public markets (CMOD Stamped) -License to work for entertainers/models & results of the Cervical Urethral Smear – for night clubs/entertainment establishments (1 original for presentation 1 photocopy) -Certificate of Certified Water Operator Course/Letter of Commitment, Sanitary Plan, Physical/Chemical Test (Every 6 months raw and product), Sanitary Engineer’s Report, Microbiological Test</p>	<p>-Notarial Services -Congress/PAGCOR/Sangguniang Panlungsod -CCTV System Installer/ Business Owner -Homeowner’s Association; Neighborhood; Developer -City Market Operations Division -Rural Health Unit II (Barangay Health Center-Sindalan) -Sanitary Engineer/ Water Laboratory</p>
<p>Total Coliform, E. Coli & Heterotrophic Plate Count – product every month; raw every six months; -Initial/Operational Permit/Clearance from CHD-3 (DOH)/ Barangay Resolution of No Objection - for</p>	<p>-Department of Health</p>

<p>memorial park, Cemetery or private burial ground (1 original for presentation and 1 photocopy)</p> <p>-Feasibility study reviewed & approved by the Secretary of Health or his duly authorized representative – for crematorium (1 original for presentation and 1 photocopy)</p> <p>-Design of Water Treatment Plant Facilities - for industrial establishments</p> <p>-Barangay Resolution of No Objection - for poultry & piggery (1 original for presentation and 1 photocopy)</p> <p>-NRL Certificate of proficiency – last 5 years; Picture of Physical Location of the Laboratory; PRC License to Operate; DOH Certificate of Accreditation; NRL Licensure Exam for water Sampler; DENR Environment Clearance- for water laboratory(1 original for presentation and 1 photocopy)</p>	<p>- Department of Health</p> <p>-Water Laboratory</p> <p>-Barangay Hall</p> <p>-Department of Health/ Professional Regulation Commission/ Department of Environment and Natural Resources Office</p>
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NOTE: For Shared Passive Telecommunication Tower Infrastructure (PTTIs), the requirement is only the filled-out Application Form for Business.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the application form & submit all the necessary documents required at the Business License and Permit Division – Window 11.	1. Receive, evaluate and verify the application form and documentary requirements. 1.1 Endorse the documents to City Planning and Development Coordinator's Office	None	None	<i>Receiving Clerks/ Licensing Officer II</i> (Business License and Permit Division)
2. Wait while the BLPD staff prepares the Inspection Stub. Return on the date indicated in the stub.	2. Prepare the Inspection Stub and give to the client	None	30 minutes	<i>Receiving Clerks/ Licensing Officer II</i> (Business License and Permit Division)

	<p>2.1. Endorse the documents to Inspector for inspection (JIT Inspection)</p> <p>2.2 After inspection, endorse the documents to the Assessment Section for assessment.</p> <p>2.3 Encode all necessary information needed for the computation of taxes on the e-BPLS, print the assessment slip.</p> <p>2.4. Endorse the documents to the regulatory offices for encoding.</p> <p>2.5 Approve assessment slip.</p>	<p>None</p> <p>Refer to 2017 Revised Revenue Code & Market Code of the CSFP *Copy of the Revenue Code at BLPD Windows 11 and 14</p>	<p>1 day upon receipt of application</p> <p>1 hour and 25 minutes</p>	<p><i>License Inspector</i> (Business License and Permit Division)</p> <p><i>Inspectors from Regulatory Offices,</i> (City Health Office, City Environment and Natural Resources Office, Office of the City Building Official)</p> <p><i>Assessment Clerks/ Assessment Officer/ BLPD Chief</i> (Business License and Permit Division)</p> <p><i>Clerk FSEU/ Clerks from Regulatory Offices</i> (City Health Office, City Environment and Natural Resources Office, Office of the City Building Official)</p>
<p>3. Give the Inspection Stub at the City Treasurer's Office –Windows 8 or 9</p>	<p>3. Give the Assessment Slip to the Client.</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Local Revenue Collection Officer</i> (City Treasurer's Office)</p>
<p>4. Pay the corresponding taxes & fees at the City Treasurer's Office – Windows 6 or 10 and receive the Official Receipt and</p>	<p>4. Collect the correct amount of money as payment for the issuance of Mayor's Permit.</p> <p>4.1. Print the Official Receipt & claim stub.</p>	<p>None</p>	<p>28 minutes</p>	<p><i>Local Revenue/ Collection Officer</i> (City Treasurer's Office)</p>

Claim stub. Return on the date indicated in the stub.	4.2 Approve Mayor's Permit.	None	Within 4 hours	<i>City Administrator/ Administrative Assistant</i> (City Administrator's Office) and <i>City Mayor/ Executive Assistant IV/-Admin. Officer II</i> (City Mayor's Office)
5. Claim the Mayor's Permit at the Business License and Permit Division – Windows 15 or 16.	4.3 Print Barangay Business Clearance and Mayor's Permit	None	12 minutes	<i>Administrative Aide/ Licensing Officer II</i> (Business License and Permit Division)
	5. Receive the claim stub and Release the Mayor's Permit	None	6 minutes	<i>Releasing Clerks/ Licensing Officer II</i> (Business License and Permit Division)
TOTAL:		None	1 day, 6 hours & 43 minutes	

Note: (1) If upon ocular inspection the business has a violation, a Notice of Denial duly approved by the Head of Office or Authorized personnel will be issued to the client and it will not proceed to next step – Assessment until compliant.

(2) Applications with amendments or changes follow the steps for new application

(3) For client who avail the courier service, up to step 4 only. Wait for the permit to be delivered by the partner courier to your business address. (New and Renewal)

(4) Approval of Mayor's Permit is thru the system (e- BPLS) after payment. (New and Renewal)

(5) Releasing of Mayor's Permit may take longer during peak season (at least 3 days) (New and Renewal)

(6) No FSIC, no release of permits

(7) For Shared Passive Telecommunication Tower Infrastructure (PTTIs), the only requirement is the filled-out Application Form for Business



4. MAYOR'S PERMIT FOR BUSINESS (RENEWAL)

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Mayor's / Business Permit for regulating the operation of businesses within the territorial jurisdiction of the City of San Fernando, (P). Any person doing business with the City of San Fernando, (P) can avail of this service.

Office or Division:	Business License and Permit Division (BLPD) located at Ground Floor, Plaza Vidal de Arrozal-Atrium	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Businessmen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Business Application Form (2 original)		Business License and Permit Division – Window 11
2. Barangay Business Clearance		Business License and Permit Division
3. Community Tax Certificate		Business License and Permit Division
4. For declaration of Gross Sales: - For Non-BIR Registered taxpayers, indicate the Gross Sales/Receipts on the Application Form - For BIR Registered taxpayers, any of the following: a. Income Tax Returns of the preceding year (1 photocopy) b. VAT or Percentage Tax Returns of the preceding year (1 photocopy) c. Affidavit of Gross Sales/ Receipts/ Notarized Certification of breakdown of sales of each branch (if consolidated ITR) (1 original) - For Non-Operation of Business- Affidavit of Non-Operation for the latest taxable period/s (1 original) - For Banks- Notarized Joint Statement of Annual Income (signed by a designated Officer of the Head Office and by the Branch Manager) (1 original)		- Bureau of Internal Revenue - Bureau of Internal Revenue - Notarial Services/Company Accountant/Manager - Notarial Services - Company Head Office and Branch Manager

<p>Other supporting documents:</p> <ul style="list-style-type: none"> -PCAB Contractor's License – for contractor, sub-contractors, specialty contractors engaging in the construction agency (if new business on previous year) (1 photocopy) -BSP Proof of Registration (received application form at the BSP or Certificate of Registration) – for pawnshops, foreign exchange dealers, money changers & remittance agents (if new business on previous year) (1 photocopy) -Grant of Authorities from Congress/ PAGCOR/ Sangguniang Panlungsod Franchise – for amusement entities If existing grant is already expired (1 photocopy) -Physical/Chemical Test (every six months raw and product) & Microbiological Test Total Coliform, E. Coli & Heterotrophic Plate Count (product every month; raw every six months) – for water refilling station -Tax Declaration- for lessor of commercial buildings (1 photocopy- BFP) 		<ul style="list-style-type: none"> -Department of Trade and Industry -Bangko Sentral ng Pilipinas -Congress/PAGCOR/Sangguniang Panlungsod - Water Laboratory -City Assessor's Office – Window 18 		
Fire Safety Inspection Certificate		Business Owner/ Bureau of Fire Protection		
Sanitary Permit, Environmental Management Permit, and Clearances from OCBO and Barangay		The following requirements are to be facilitated by the Business License and Permit Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the application form & submit all the necessary documents required at the Business License and Permit Division – Window 11	1. Receive, evaluate, and verify the application if not included in the "negative list".	None	40 minutes	<i>Receiving Clerks / Licensing Officer II</i> (Business License and Permit Division)

<p><i>*If the application is included in the “negative list”, applicant will be endorsed to the concerned regulatory office/offices for compliance prior to assessment.</i></p> <p>Negative list-are the list of non-compliant business establishments</p>				
<p>2.Wait while the assessment clerk computes for the tax due at the Business License and Permit Division – Windows 12-14</p>	<p>2. Retrieve the taxpayer information from the e-BPLS, renew and update all the pertinent information necessary in assessment. 2.1 Print the assessment slip. 2.2 Approve Assessment slip.</p>	<p>Refer to 2017 Revised Revenue Code & Market Code of the CSFP *Copy of the Revenue Code at BLPD Windows 11 and 14</p>		<p><i>Assessment Clerks/ Assessment Officer/ BLPD Chief (Business License and Permit Division)</i></p>
<p>3.Pay the corresponding taxes & fees at the City Treasurer’s Office and receive the Official Receipt and Claim stub</p>	<p>3. Collect the correct amount of money as payment for the issuance of Mayor’s Permit. Print the Official Receipt & claim stub</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Local Revenue Collection Officer (City Treasurer’s Office)</i></p>
	<p>3.1 Approve Mayor’s Permit.</p>	<p>None</p>	<p>4 hours</p>	<p><i>City Administrator/ Administrative Assistant (City Administrator’s Office) and City Mayor/ Executive Assistant IV/ Admin. Officer II (City Mayor’s Office)</i></p>

	3.2 Print of Sanitary Permit	None	2 minutes	<i>Administrative Aide/ CHO Personnel</i> (Business License and Permit Division)
	3.3 Print Mayor's Permit and Barangay Business Clearance	None	12 minutes	<i>Administrative Aide/ Licensing Officer II</i> (Business License and Permit Division)
4. Claim the Mayor's Permit on the date indicated in the claim stub at the Business License and Permit Division	4. Receive the claim stub and Release the Mayor's Permit	None	6 minutes	<i>Releasing Clerks Licensing Officer II / BLPD Chief</i> (Business License and Permit Division)
TOTAL:		None	5 hours and 30 minutes	



5. MAYOR'S PERMIT FOR BUSINESS (SPECIAL PERMIT)

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Special Permits to those who promote/advertise their business within the territorial jurisdiction of the City of San Fernando, (P).

Office or Division:	Business License and Permit Division (BLPD) located at Ground Floor, Plaza Vidal de Arrozal-Atrium			
Classification:	Simple			
Type of Transaction:	G2C / G2B / G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 original for presentation and 1 photocopy)		-Requesting client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter at the Business License and Permit Division – Windows 12-14	1. Receive, check and verify the request	None	5minutes	<i>Administrative Assistant/ Assessment Officer (Business License and Permit Division)</i>
2. Wait while the assessment clerk computes for the fee due at the Business License and Permit Division - Windows 12-14	2. Prepare the Order of Payment approved by the BLPD Chief. 2.1 Issue Order of Payment	Refer to 2017 Revised Revenue Code & Market Code of the CSFP *Copy of the Revenue Code at BLPD Windows 11 and 14	5 minutes	<i>Assessment Clerks/ Assessment Officer/ BLPD Chief (Business License and Permit Division)</i>
3. Pay the corresponding fees at the City Treasurer's Office	3. Collect the correct amount of money as	None	5 minutes	<i>Collection Clerk (City Treasurer's Office)</i>

<p>– Window 4 and receive the Official Receipt</p>	<p>payment for the issuance of Mayor's Permit - Special Permit. 3.1 Print the Official Receipt.</p>			
<p>4. Give the Official Receipt to BLPD Windows 12-14 and wait while the staff prepare the Permit</p>	<p>4. Encode, print, approve and segregate the Mayor's Permit - Special Permit</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Assessment Clerks Assessment Officer/ BLPD Chief (Business License and Permit Division)</i> <i>City Administrator / Admin. Assistant (City Administrator's Office)</i></p>
<p>5. Claim the Special Permit at the Business License and Permit Division</p>	<p>5. Release the Mayor's Permit - Special Permit</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Assessment Clerks (Business License and Permit Division)</i></p>
<p>TOTAL:</p>		<p>None</p>	<p>35 minutes</p>	



6. PERMIT TO OPERATE (TEMPORARY PERMIT)

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Permit to Operate (*Temporary Permit*) to ambulant vendors, seasonal businesses and short-term businesses like contractors and mall exhibitors in the City of San Fernando, (P).

Office or Division:	Business License and Permit Division (BLPD) located at Ground Floor, Plaza Vidal de Arrozal-Atrium	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Businessmen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Business Application Form (1 original)		Business License and Permit Division - Window 11
2. Location/Sketch (1 original)		Business License and Permit Division - Window 11
3. Barangay Business		Business License and Permit Division
4. DTI/SEC/CDA/DHSUD – for business name registration (1 original copy for presentation and 1 photocopy for Business License and Permit Division)		Department of Trade and Industry Office/ Securities and Exchange Commission Office/ Cooperative Development Authority Office/ Department of Human Settlements and Urban Development Office
5. Community Tax Certificate		Business License and Permit Division
Other supporting documents: -Affidavit/Undertaking on Non-Operations of Games – for internet (1 original) -Grant of Authorities from Congress/ PAGCOR/ Sangguniang Panlungsod Franchise – for amusement entities (1 photocopy)		-Notarial Services -Congress/PAGCOR/Sangguniang Panlungsod

- Compliance to Ordinance No. 2018-029 or "The 2018 CCTV System Ordinance of the City of San Fernando, Pampanga - Homeowner's Clearance/Certification – (if within approved residential subdivision) / Neighborhood's Consent nearby, minimum of 4 periphery units (if no homeowner's association)/ Developer's Consent (for newly developed subdivision) - 1 photocopy (original for presentation) -Health Card ID – for food establishments (1 original for presentation and 1 photocopy)	-CCTV System Installer/ Business Owner -City Health Office – 1 st Floor (Main)
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-Contract Agreement – for contractors (1 photocopy)
 -Notice of Award/ Contract of Lease – for short-term business (3 months and below) 1 original for presentation and 1 photocopy)
 -Neighborhood’s Consent /Homeowner’s Clearance/Certification- if within residential approved subdivision (1 photocopy)
 -CMOD Clearance- if within the new/old public markets (CMOD Stamped)
 -Photocopy of Certificate of Occupancy/ Use (except for kiosks, carts, ambulant vendors, public market stalls, security and janitorial services deployed in commercial establishments/ malls, construction with total cost of PHP 15,000 and below)
 -License to work for entertainers/models & results of the Cervical Urethral Smear
 – for night clubs/entertainment establishments (1 original for presentation 1 photocopy)
 -Certificate of Certified Water Operator Course/Letter of Commitment, Sanitary Plan, Physical/Chemical Test, Sanitary Engineer’s Report, Microbiological Test Total Coliform, E. Coli & Heterotrophic Plate Count – for water refilling station (1 original for presentation)
 -Initial/Operational Permit/Clearance from CHD-3 (DOH)/ Barangay Resolution of No Objection - for memorial park, Cemetery or private burial ground (1 original for presentation and 1 photocopy)
 -Feasibility study reviewed & approved by the Secretary of Health or his duly authorized representative – for crematorium (1 original for presentation and 1 photocopy)
 -Design of Water Treatment Plant Facilities - for industrial establishments
 -Barangay Resolution of No Objection - for poultry & piggery (1 original for presentation and 1 photocopy)
 -NRL Certificate of proficiency – last 5 years; Picture of Physical Location of the Laboratory; PRC License to Operate; DOH Certificate of Accreditation; NRL Licensure Exam for water Sampler; DENR Environment Clearance- for water laboratory(1 original for presentation and 1 photocopy)

-Contractor
 -Owner of the Property
 -Homeowner’s
 -City Market Operations Division
 -Office of the City Building Official
 -Business Owner/ Office of the City Building Official
 -Rural Health Unit II (Barangay Health Center- Sindalan)
 -Sanitary Engineer/ Water Laboratory
 -Department of Health
 - Department of Health
 -Water Laboratory
 -Barangay Hall
 -Department of Health/ Professional Regulation Commission/ Department of Environment and Natural Resources Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Accomplish the application form & submit all the necessary documents required at the Business License and Permit Division – Window 11.	1. Receive, evaluate and verify the application form and documentary requirements.	None	30 minutes	<i>Receiving Clerks / Licensing Officer II</i> (Business License and Permit Division)
2. Wait while the BLPD staff prepares the Inspection Stub. Return on the date indicated in the stub.	2. Prepare the Inspection Stub and give to the client	None		<i>Receiving Clerks / Licensing Officer II</i> (Business License and Permit Division)
	2.1 Endorse the documents to Inspector for inspection 2.2 After inspection, endorse the documents to the assessment section for assessment.	None	1 day upon receipt of application	<i>License Inspector</i> (Business License and Permit Division) <i>Inspectors from Regulatory Offices</i> (Bureau of Fire Protection, City Health Office, City Environment and Natural Resources Office, Office of the City Building Official)
	2.3 Assess the Permit to Operate 2.4. Endorse the documents to the regulatory offices for encoding. (If applicable) 2.5 Approve assessment slip.	Refer to 2017 Revised Revenue Code & Market Code of the CSFP *Copy of the Revenue Code at BLPD Windows 11 and 14	40 minutes	<i>Assessment Clerks Assessment Officer/ BLPD Chief</i> (Business License and Permit Division) <i>Clerks from Regulatory Offices</i> (if applicable) (Bureau of Fire Protection, City Health Office, City Environment and Natural Resources Office, Office of the City Building Official)
3. Give the Inspection Stub and wait for the assessment slip at the Business License and Permit Division –Window 15 or 16	3 Give the Assessment Slip to the Client.	None	30 minutes	<i>Releasing Clerks/ Licensing Officer II</i> (Business License and Permit Division)

4. Pay the corresponding taxes & fees at the City Treasurer's Office – Windows 8 or 9 and receive the Official Receipt and Claim stub. Return on the date indicated in the stub.	4 Collect the correct amount of money as payment for the issuance of Mayor's Permit. 4.1. Print the Official Receipt & claim stub.	None		<i>Local Revenue Collection Officer (City Treasurer's Office)</i>
5. Give the Official Receipt to BLPD Windows 15 or 16 and wait for the Permit to Operate.	5 Prepare the Permit to Operate, approved by BLPD Chief. Print the Barangay Business Clearance. Then endorse it to the City Administrator's Office for signature.	None	15 minutes	<i>Releasing Clerks/ Administrative Aide/ Licensing Officer II / BLPD Chief (Business License and Permit Division)</i> <i>City Administrator/ Administrative Assistant (City Administrator's Office)</i>
6. Claim Permit to Operate	6 Release the Permit to Operate.	None	5 minutes	<i>Releasing Clerks/ Licensing Officer II (Business License and Permit Division)</i>
TOTAL:		None	1 day and 2 hours	

Note: (1) Permit to Operate (Temporary Permit) is issued only to applicants with no proof of ownership of the lot/property to present which will be verified at the City Assessor's Office.

(2) Permit to operate (Temporary Permit) is issued to ambulant vendors, seasonal businesses and short-term businesses like contractors and mall exhibits (Steps 1, 4, 5 and 6 will apply).

(3) No FSIC, no release of permits



7. OTHER BUSINESS CERTIFICATIONS

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Certifications to affirm the validity of business record/information of an individual.

Office or Division:	Business License and Permit Division (BLPD) located at Ground Floor, Plaza Vidal de Arrozal-Atrium			
Classification:	Simple			
Type of Transaction:	G2C / G2B / G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original or 1 photocopy)		Requesting client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter at the Business License and Permit Division – Windows 15 or 16	1. Receive, check and verify the request	None	5 minutes	<i>Releasing Clerks Licensing Officer II (Business License and Permit Division)</i>
2. Wait while the staff prepares the certificate at the Business License and Permit Division – Windows 15 or 16	2. Encode, print, segregate and approve the Certification	None	10 minutes	<i>Releasing Clerks/ Licensing Officer III/ BLPD Chief (Business License and Permit Division)</i>
3. Claim the Certification at the Business License and Permit Division Windows 15 or 16	3. Release the Certification	None	5 minutes	<i>Releasing Clerks/ Licensing Officer II (Business License and Permit Division)</i>
TOTAL:		None	20 minutes	

Note: For Authorized Representative – bring Authorization letter and photocopy of I.D of the owner or Board Resolution/Secretary's Certificate for Corporation.



8. CERTIFIED TRUE COPY

The Business License and Permit Division under the City Administrator's Office is directly responsible for the Certified True Copy to affirm the authenticity of the business record/information of an individual.

Office or Division:	Business License and Permit Division (BLPD) located at Ground Floor, Plaza Vidal de Arrozal-Atrium			
Classification:	Simple			
Type of Transaction:	G2C / G2B / G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit (1 Original or 1 photocopy)		Requesting client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Mayor's Permit at the Business License and Permit Division – Windows 15 or 16	1. Receive, check and verify the Mayor's Permit	None	5 minutes	<i>Releasing Clerks Licensing Officer II</i> (Business License and Permit Division)
2. Pay the corresponding taxes & fees at the City Treasurer's Office – Windows 8 or 9 and receive the Official Receipt	1. Collect the correct amount of money as payment for the Certified True Copy & Print the Official Receipt	Refer to 2017 Revised Revenue Code & Market Code of the CSFP *Copy of the Revenue Code at BLPD Windows 11 and 14	3 minutes	<i>Local Revenue Collection Officer</i> (City Treasurer's Office)
3. Wait while the staff prepares the Certified True Copy - Business License and Permit Division – Windows 15 or 16	3. Stamp the Mayor's Permit with "Certified True Copy"	None	5 minutes	<i>Releasing Clerks/ Licensing Officer III BLPD Chief</i> (Business License and Permit Division)
3. Claim the Certified True Copy at the Business License and Permit Division Windows 15 or 16	3. Release the Certified Mayor's Permit	None	2 minutes	<i>Releasing Clerks/ Licensing Officer II</i> (Business License and Permit Division)
TOTAL:		None	15 minutes	