



**CITY OF SAN FERNANDO, PAMPANGA
BUSINESS LICENSE & PERMIT DIVISION**

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Revision No. 24
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NEW BUSINESS

LIST OF REQUIREMENTS in securing MAYOR'S PERMIT

REQUIRED DOCUMENTS TO BE SUBMITTED TO BLPD:	
1.	Isulat ang mga kaukulang impormasyon sa Application Form for Business.
2.	Location Sketch ng itatayong Negosyo at naka-print na larawan ng loob at labas na establisyimento.
3.	<p><i>Para sa pagpapatalaga ng "Business Name", dalhin ang mga sumusunod (original copy for presentation only and photocopy):</i></p> <ul style="list-style-type: none"> --For Single Proprietorship DTI Certificate of Registration. For multiple line of business with same nature, submit DTI Registration for each line of business. --For Corporation/Partnership SEC Registration with Articles of Incorporation / Co-partnership --For CooperativeCDA Certificate of Registration with Articles of Cooperation --For Homeowner's AssociationDepartment of Human Settlements and Urban Development Registration with Articles of Incorporation
4.	Original or Photocopy of Community Tax Certificate (CTC)/ Cedula (BIR Form 0016 for Single Proprietorship or BIR Form 0017 for Corporation) (for presentation upon payment)
5.	<p>1 photocopy of Tax Declaration (original copy for presentation)</p> <p><i>Note: 1. If applicant is a lessor, submit a photocopy of Tax Declaration (for CPDCO)</i> <i>2. If applicant is a lessor of commercial building, submit 2 photocopies only of Tax Declaration (for CPDCO & BFP)</i></p>
6.	<p>Any of the following applicable forms of ownership of lot (photocopy):</p> <ul style="list-style-type: none"> -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 / Certification -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 -Contract to Sell duly notarized -Sworn Statement as Heir of the property
7.	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)
8.	Fire Safety Inspection Certificate (FSIC) for New Business or Valid FSIC issued during Occupancy Permit Stage
	The following requirements are to be facilitated by the BLPD: Sanitary Permit, Environmental Management Permit, Zoning Certificate, and Clearances from OCBO and Barangay
OTHER SUPPORTING DOCUMENTS:	
	<ul style="list-style-type: none"> a. Contractor's License (Philippine Contractors Accreditation Board) – for General/ Specialty and Engineering b. Affidavit/Undertaking on non-operations of games – for internet café c. Grant of Authorities from Congress/PAGCOR/ Sangguniang Panlungsod Franchise – for amusement entities (carnivals, fairs and amusement parks, cockpit arenas, bingo parlors and outlets, pool and billiard halls, theaters and cinemas, night clubs and similar businesses) (photocopy) d. Compliance to Ordinance No. 2018-029 or "The 2018 CCTV System Ordinance of the City of San Fernando, Pampanga" <ul style="list-style-type: none"> ▪ CCTV System Certification – for operational business establishments, however, subject for verification thru inspection, if applicable ▪ Letter of Undertaking to Comply to CCTV Ordinance – for business establishment that are not yet operational (to be secured at BLPD) e. For Rent-a-Car and Transportation Services – Franchise/ Certificate of Public Conveyance from LTFRB <p><i>*For a to e – submit photocopy but requires original copy for presentation only</i></p>
	<ul style="list-style-type: none"> f. 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) g. CMOD Clearance - if within the new/old public markets
	<ul style="list-style-type: none"> h. For night clubs/entertainment establishments: (1) License to work for entertainers/ models; (2) Results of the Cervical Urethral Smear from the Social Hygiene Clinic of GRO's i. For Water Refilling Station, Water Works system and Bulk Water, Water Vending Machine & Ice Manufacturer: (1) Certificate of Certified Water Operator Course or Letter of Commitment to attend the training (<i>except for Water Vending Machine & Ice Manufacturer</i>); (2) Sanitary Plan (<i>except for Water Vending Machine & Ice Manufacturer</i>); (3) Sanitary Engineer's Report (<i>except for Water Vending Machine & Ice Manufacturer</i>); (4) Physical/Chemical Test Results:

If water source is Deep Well - Raw and product water every 6 months, If water source is Water District - Product water only every 6 months, Certificate of Potability; (5) Microbiological Test Total Coliform, E. Coli & Heterotrophic Plate Count: If water source is Deep Well - Raw water every 6 months and product water every month, If water source is Water District - Product water monthly, Certificate of Potability

- j. For memorial park, Cemetery or private burial ground and Crematorium: (1) Initial or Operational Permit/Clearance from CHD-3 (DOH), (2) Licensed undertaker or Letter of Commitment (*for crematorium only*)
- k. For Funeral Parlor: (1) Licensed undertaker or Letter of Commitment to attend training for Undertaker; (2) Licensed embalmer (*for funeral parlor with embalming facility*)
- l. For Industrial Establishment – Design of Waste Water Treatment Plant facilities
- m. For Poultry and Piggery – Barangay Resolution of no objection
- n. For Hospital, Medical & Diagnostic Clinic, and Dental Prosthesis Laboratory: License to Operate from DOH CDH 3
- o. For Food Establishments, Restaurants, Fastfoods, Canteens, Eateries and Caterers: (1)Letter of designation of Food Safety Compliance Officer (FSCO) with proof that he/ she passed the prescribed training course for FSCO, or Letter of Commitment to attend training for FSCO.
- p. For Water Laboratory: (1) Current NRL Certificate of proficiency – last 5 years; (2)Picture of Physical Location of the Laboratory; (3)PRC License to Operate - for water laboratory with Physio-Chemical Services; (4) Valid DOH Certificate of Accreditation; (5)NRL Licensure Exam for water Sampler; (6)DENR Environmental Clearance

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