



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

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FM-CSFP-QMS-14

Revision No. 01

06/01/2022

RENEWAL

LIST OF REQUIREMENTS in securing MAYOR'S PERMIT

REQUIRED DOCUMENTS TO BE SUBMITTED TO BLPD:

1.	Fill-out properly the Business Permit Renewal Form
2.	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)
3.	For the declaration of gross sales: <ul style="list-style-type: none"> • For non-BIR registered taxpayers – indicate the Gross Sales / Receipts for the Latest Taxable Period/s on the Business Permit Renewal Form • For BIR Registered Taxpayers – any of the following: (Bring original copy for presentation/ verification) <ul style="list-style-type: none"> - Income Tax Returns of the Preceding Year (photocopy) - VAT or Percentage Tax Returns (Monthly / Quarterly) – Preceding Year (photocopy) - Affidavit of Gross Sales / Receipts / Notarized Certification of breakdown of sales of each branch (if consolidated ITR) • For non-operation of businesses – Affidavit of Non-Operation for the Latest Taxable Period/s • For Banks - Notarized Joint statement of Annual Income (signed by a designated Officer of the Head Office and by the Branch Manager)

The following requirements are to be facilitated by the BLPD: **Sanitary Permit, Environmental Management Permit, Fire Safety Inspection Certificate, and Clearances from OCBO and Barangay**

OTHER SUPPORTING DOCUMENTS:

a.	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) (if current Grant is already expired)
b.	PCAB Contractor's License – For contractor, sub-contractors, specialty contractors engaging in the construction agency (photocopy)
c.	BSP Proof of Registration (received Application Form at the BSP or Certification of Registration) – for pawnshops, foreign exchange dealers, money changers and remittance agents (photocopy) (if business is new in the previous year)
d.	Clearance Slip from CTO, CHO, CENRO, BFP or OCBO, whichever is applicable, for applications included in the negative list
e.	For Water Refilling Station <ul style="list-style-type: none"> - Microbiological Test Total Coliform, E. Coli & Heterotrophic Plate Count - product every month-raw every six months - Physical/Chemical Test- every 6 months raw and product
f.	Photocopy of Tax Declaration (for lessor of commercial buildings)