



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

Tel No. 961-6640 local 127

Hotline No. 455-0397

[www.facebook.com/business.csfblpd](http://www.facebook.com/business.csfblpd)



FM-CSFP-QMS-25  
Revision No. 22  
06/01/2022

**NEW BUSINESS**

**LIST OF REQUIREMENTS in securing MAYOR'S PERMIT**

**REQUIRED DOCUMENTS TO BE SUBMITTED TO BLPD:**

<b>1.</b>	Isulat ang mga kaukulang impormasyon sa <b>Application Form for Business.</b>
<b>2.</b>	<b>Location Sketch</b> ng itatayong negosyo.
<b>3.</b>	<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"> <li>--For Single Proprietorship ..... DTI Certificate of Registration. For multiple line of business with same nature, submit DTI Registration for each line of business.</li> <li>--For Corporation/Partnership ..... SEC Registration with Articles of Incorporation / Co-partnership</li> <li>--For Cooperative .....CDA Certificate of Registration with Articles of Cooperation</li> <li>--For Homeowner's Association ..... HLURB Registration with Articles of Incorporation</li> </ul>
<b>4.</b>	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)
<b>5.</b>	1 photocopy of Tax Declaration (original copy for presentation) <i>Note: 1. If applicant is a lessor, submit 2 photocopies only of Tax Declaration (for CPDCO &amp; BLPD)</i> <i>2. If applicant is a lessor of commercial building, submit 2 photocopies only of Tax Declaration (for CPDCO &amp; BFP)</i>
<b>6.</b>	Any of the following applicable forms of ownership of lot (photocopy): <ul style="list-style-type: none"> <li>-Owner's Duplicate Copy (TCT)</li> <li>-Contract of Lease duly notarized</li> <li>-Deed of Absolute Sale duly notarized</li> <li>-Authorization Letter (notarized) and/or Notice of Award</li> <li>-LHSD Certification – if within Northville Subdivision</li> <li>-NHA Certification – if within San Fernando Heights, Bulaon Resettlement, San Fernando Ville (former AFP-PNP Ville)</li> <li>-Deed of Donation and/or Special Power of Attorney duly notarized</li> <li>-Contract to Sell duly notarized</li> <li>-Sworn Statement as Heir of the property</li> </ul>
<b>7.</b>	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)
	The following requirements are to be facilitated by the BLPD: <b>Sanitary Permit, Environmental Management Permit, Zoning Certificate, Fire Safety Inspection Certificate, and Clearances from OCBO and Barangay</b>

**OTHER SUPPORTING DOCUMENTS:**

	<ol style="list-style-type: none"> <li>a. Affidavit/Undertaking on non-operations of games – for internet café</li> <li>b. 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)</li> <li>c. 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"> <li>▪ CCTV System Certification – for operational business establishments, however, subject for verification thru inspection, if applicable</li> <li>▪ Letter of Undertaking to Comply to CCTV Ordinance – for business establishment that are not yet operational (to be secured at BLPD)</li> </ul> </li> <li>d. 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)</li> <li>e. CMOD Clearance - if within the new/old public markets</li> <li>f. 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</li> <li>g. For Water Refilling Station: (1) Certificate of Certified Water Operator Course or Letter of Commitment; (2) Sanitary Plan; (3) Physical/Chemical Test- every 6 months raw and product; (4) Sanitary Engineer's Report; (5) Microbiological Test Total Coliform, E. Coli &amp; Heterotrophic Plate Count - product every month-raw every six months</li> <li>h. For memorial park, Cemetery or private burial ground: Initial or Operational Permit/Clearance from CHD-3 (DOH), Barangay Resolution of no objection</li> <li>i. For Crematorium: Feasibility study reviewed &amp; approved by the Secretary of Health or his duly authorized representative</li> <li>j. For Industrial Establishment – Design of Water Treatment Plant facilities</li> <li>k. For Poultry and Piggery – Barangay Resolution of no objection</li> <li>l. For Water Laboratory: (1)NRL Certificate of proficiency – last 5 years; (2)Picture of Physical Location of the Laboratory; (3)PRC License to Operate; (4)DOH Certificate of Accreditation; (5)NRL Licensure Exam for water Sampler; (6)DENR Environmental Clearance</li> </ol>
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**NOTE: For Passive Telecommunication Tower Infrastructure (PTTIs), the requirement is only the filled-out Application Form for Business.**