



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

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

FM-CSFP-QMS-25  
Revision No. 14  
11/15/2018

**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>Barangay Business Clearance</b> para sa kasalukuyang taon na galing sa barangay kung saan itatayo ang negosyo. Original copy (for presentation only) and <b>1 photocopy (for CPDCO)</b>
<b>3.</b>	<b>Location Sketch</b> ng itatayong negosyo.
<b>4.</b>	<i>Para sa pagpapatalaga ng "Business Name", dalhin ang mga sumusunod (original copy for presentation only and photocopy):</i> --For Single Proprietorship ..... DTI Certificate of Registration --For Corporation/Partnership ..... SEC Registration with Articles of Incorporation and By-laws / Co-partnership --For Cooperative .....CDA Certificate of Registration with Articles of Cooperation and By-laws --For Homeowner's Association ..... HLURB Registration with Articles of Incorporation and By-laws
<b>5.</b>	Original or Photocopy of Community Tax Certificate (CTC)/ Cedula (BIR 0016 for Single Proprietorship or BIR 0017 for Corporation) (for presentation upon payment)
<b>6.</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) 2. If applicant is a lessor of commercial building, submit 2 photocopies only of Tax Declaration (for CPDCO &amp; BFP)</i>
<b>7.</b>	Any of the following applicable forms of ownership of lot (photocopy): -Owner's Duplicate Copy (TCT)   -Deed of Donation and/or Special Power of Attorney duly notarized -Contract of Lease duly notarized   -Contract to Sell duly notarized -Deed of Absolute Sale duly notarize   -Sworn Statement as Heir of the property -Authorization Letter 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)

**OTHER SUPPORTING DOCUMENTS:**

	a. Contract of Lease/Award Notice/Authorization Letter/Certification (if renting) 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. CCTV Certification – for banks, malls, money changers, pawnshops, supermarkets, and other similar establishments e. Neighborhood's Consent nearby, minimum of 4 periphery units/Homeowner's Clearance/Certification - if within residential approved subdivision f. CMOD Clearance - if within the new/old public markets g. Photocopy of Certificate of Occupancy (from the Owner of the building or tenant of commercial building which undergone construction/ renovation) 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: -Certificate of Certified Water Operator Course or Letter of Commitment -Sanitary Plan -Physical/Chemical Test- every 6 months raw and product -Sanitary Engineer's Report -Microbiological Test Total Coliform, E. Coli & Heterotrophic Plate Count - product every month-raw every six months j. For memorial park, funeral services and crematorium – Initial or Operational Permit/Clearance from CHD-3 (DOH), Barangay Resolution k. For Industrial Establishment - Design of Water Treatment Plant facilities l. For Poultry and Piggery - Barangay Resolution
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# RENEWAL

<b>REQUIRED DOCUMENTS TO BE SUBMITTED TO BLPD:</b>	
<b>1.</b>	Isulat ang mga kaukulang impormasyon sa <b>Application Form for Business.</b>
<b>2.</b>	<b>Barangay Business Clearance</b> para sa kasalukuyang taon na galing sa barangay kung saan nakatayo ang negosyo. Original copy (for presentation only) and 1 photocopy ( <b>for BLPD</b> )
<b>3.</b>	Original or Photocopy of Community Tax Certificate (CTC)/ Cedula (BIR 0016 for Single Proprietorship or BIR 0017 for Corporation) (for presentation upon payment)
<b>4.</b>	For the declaration of gross sales: <ul style="list-style-type: none"> <li>• For non-BIR registered taxpayers – indicate the Gross Sales / Receipts for the Latest Taxable Period/s on the Application Form for Business</li> <li>• For <b>BIR</b> Registered Taxpayers – any of the following: (Bring original copy for presentation/ verification)               <ul style="list-style-type: none"> <li>- Income Tax Returns of the Preceding Year (photocopy)</li> <li>- VAT or Percentage Tax Returns (Monthly / Quarterly) – Preceding Year (photocopy)</li> <li>- Affidavit of Gross Sales / Receipts / Certification of breakdown of sales of each branch (if consolidated ITR)</li> </ul> </li> <li>• For non-operation of businesses – Affidavit of Non-Operation for the Latest Taxable Period/s</li> <li>• For Banks - Notarized Joint statement of Annual Income (signed by a designated Officer of the Head Office and by the Branch Manager)</li> </ul>
<b>OTHER SUPPORTING DOCUMENTS:</b>	
	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 existing 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 (if business is new in the previous year)
	d. For Water Refilling Station <ul style="list-style-type: none"> <li>- Microbiological Test Total Coliform, E. Coli &amp; Heterotrophic Plate Count - product every month-raw every six months</li> <li>-Physical/Chemical Test- every 6 months raw and product</li> </ul>
	e. Photocopy of Tax Declaration (for lessor of commercial buildings)