



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

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FM-CSFP-QMS-14
Revision No. 03
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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.	For the declaration of gross sales: <ul style="list-style-type: none"> • Proof of Annual Gross Receipts which may include: <ul style="list-style-type: none"> -Audited Financial Statements (AFS) or Unaudited AFS for those who are not required to file AFS with the BIR; or sworn declaration of gross sales or receipts; or income tax returns • For Banks - Notarized Joint statement of Annual Income (signed by a designated Officer of the Head Office and by the Branch Manager)
3.	Fire Safety Inspection Certificate (FSIC) for Renewal of Business
	The following requirements are to be facilitated by the BLPD: Sanitary Permit, Environmental Management Permit, and Clearances from OCBO and Barangay, Community Tax Certificate (CTC)

OTHER SUPPORTING DOCUMENTS:

	<ul style="list-style-type: none"> 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) b. 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) c. Clearance Slip from CTO, CHO, CENRO, BFP or OCBO, whichever is applicable, for applications included in the negative list
	<ul style="list-style-type: none"> d. 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 e. For Water Refilling Station, Water Works System and Bulk Water, Water Vending Machine and Ice Manufacturer: <ul style="list-style-type: none"> • Microbiological Test Results: Total Coliform, E. Coli & Heterotrophic Plate Count - (if water source is Deep Well: Raw water every six (6) months and product water every month; if water source is Water District: Product water monthly), Certificate of Potability • Physical/Chemical Test Results (following the mandatory parameters of PNSDW of 2017) (if water source is Deep Well: Raw water every six (6) months; if water source is Water District: Product water monthly), Certificate of Potability f. For Food Establishments, Restaurants, Fastfoods, Canteens, Eateries and Caterers: 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. g. For Water laboratory <ul style="list-style-type: none"> • Valid DOH Certificate of Accreditation • Current NRL Certificate of Proficiency • NRL License Certificate for Water Sampler