



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

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FM-CSFP-QMS-60

Revision No. 00

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**LIST OF REQUIREMENTS FOR BUSINESS WITH AMENDMENTS**

<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>Location Sketch</b> ng itatayong Negosyo at <b>naka-print na larawan ng loob at labas</b> na establisyimento.
<b>3.</b>	<b>Mayor's Permit, Sanitary Permit, FSIC &amp; Barangay Business Clearance</b> – original copy (kung nakakuha na ng permit sa kasalukuyang taon)
<b>4.</b>	Declaration of Gross Sales (kung hindi nakakuha ng permit sa kasalukuyang taon): -For Banks Notarized Joint Statement of Annual Income (signed by a designated Officer of the Head Office and by the Branch Manager)
<b>5.</b>	Original or Photocopy of Community Tax Certificate (CTC)/ Cedula (BIR Form 0016 for Individual/ Single Proprietorship or BIR Form 0017 for Corporation) -if applicable
<b>6.</b>	For business with amendments in Owner's Name/Surname, Business Name and/or type of business operation and/ or expansion of services (submit photocopy, original copy for presentation) --For Single Proprietorship ..... DTI Certificate of Registration --For Corporation/Partnership ..... SEC Registration with Articles of Incorporation / Co-partnership --For Cooperative .....CDA Certificate of Registration with Articles of Cooperation --For Homeowner's Association .....Department of Human Settlements and Urban Development with Articles of Incorporation
<b>7.</b>	1 Photocopy of Tax Declaration (original copy for presentation) - for business with amendments in location and/or type of business operation and/ or expansion of services: Note: 1. If applicant is a lessor, submit a photocopy only of Tax Declaration (for CPDCO) 2. If applicant is a lessor of commercial building, submit 2 photocopies only of Tax Declaration (for CPDCO & BFP)
<b>8.</b>	For Business with Amendments in Ownership: • Change in marital status of owner -Photocopy of Marriage Certificate For business with amendments in location and/or type of business operation and/ or expansion of services and transfer of Ownership thru Consanguinity/Affinity, 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 -Lease Proposal -Contract to Sell duly notarized -Contract of Lease duly notarized -Sworn Statement as Heir of the property -Certificate of Lease duly notarized -Homeowner's Clearance/Certification (if within approved residential subdivision)/ Neighborhood's Consent nearby, -Deed of Absolute Sale duly notarized minimum of 4 periphery units (if no homeowner's association)/ -Authorization Letter (notarized) and/or Notice of Award Developer's Consent (for newly developed subdivision) -LHSD Certification – if within Northville Subdivision -CMOD Clearance - if within the new/old public markets -NHA Certification – if within San Fernando Heights, Bulaon Resettlement, San Fernando Ville (former AFP-PNP Ville)
<b>9.</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)
<b>10.</b>	Amended Fire Safety Inspection Certificate (FSIC) or Valid FSIC issued during Occupancy Permit Stage
	The following requirements are to be facilitated by the BLPD: <b>Sanitary Permit, Environmental Management Permit, Zoning Certificate, and Clearances from OCBO and Barangay</b>
	a. Waiver of Rights/Transfer of Ownership (For Change Ownership of Business) 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. 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 the business is new in the previous year e. Clearance Slip from CTO, CHO, CENRO, BFP or OCBO, whichever is applicable, for the applications included in the negative list. f. Compliance to Ordinance No. 2018-029 or "The 2018 CCTV System Ordinance of the City of San Fernando, Pampanga"

	<p>-CCTV System Certification – for operational business establishments, however, subject for verification thru inspection, if applicable</p> <p>-Letter of Undertaking to Comply to CCTV Ordinance – for business establishment that are not yet operational (to be secured at BLPD)</p>
	<p>g. 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</p> <p>h. For Water Refilling Station, Water Works system and Bulk Water, Water Vending Machine &amp; Ice Manufacturer: (1) Certificate of Certified Water Operator Course or Letter of Commitment to attend the training (<i>except for Water Vending Machine &amp; Ice Manufacturer</i>); (2) Sanitary Plan (<i>except for Water Vending Machine &amp; Ice Manufacturer</i>); (3) Sanitary Engineer's Report (<i>except for Water Vending Machine &amp; 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 &amp; 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</p> <p>i. 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 (<i>for crematorium only</i>)</p> <p>j. For Funeral Parlor: (1) Licensed undertaker or Letter of Commitment to attend training for Undertaker; (2) Licensed embalmer (<i>for funeral parlor with embalming facility</i>)</p> <p>k. For Industrial Establishment – Design of Waste Water Treatment Plant facilities</p> <p>l. For Poultry and Piggery – Barangay Resolution of no objection</p> <p>m. For Hospital, Medical &amp; Diagnostic Clinic, and Dental Prosthesis Laboratory: License to Operate from DOH CDH 3</p> <p>n. 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> <p>o. 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</p>

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