Business License and Permit Division

External Services

1. CERTIFIED TRUE COPY

The Business License and Permit Division under the City Administrator's Office is directly responsible for the Certified True Copy to affirm the authenticity of the business record/information of an individual.

Office or Division:	Business License and Permit Division (BLPD)
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Mayor's Permit (Original for presentation) photocopy	-Requesting client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit the Mayor's Permit at the Business License and Permit Division – Windows 61 or 62	1.1 Receive, check and verify the Mayor's Permit	None	5 minutes	Caroline F. Arrozal Administrative Aide VI Edwina M. Lingat Administrative Aide II *Business License and Permit Division*
2. Pay the corresponding taxes & fees at the City Treasurer's	2.1 Collect the correct amount of money as payment for the	P 50.00 per document	5 minutes	Jane Dampil, Maria Viña Navarro, Leila

Office – Windows 5 -10 and receive the Official Receipt	Certified True Copy 2.2 Print the Official Receipt	None	3 minutes	Joyce Fernandez, Shalin Catacutan, Marife Manapat, Leah Kristine Solomon Local Revenue Collection Officer/ Revenue Collection Clerk City Treasurer's Office
3.Give the Official Receipt to BLPD Windows 61 or 62 and wait while the staff certify the permit 3.1 Drop the Feedback Form (CSM) at the Suggestion Box	3.1 Certify the document 3.2 Review the Certified True Copy	None None	5 minutes 3 minutes	Caroline F. Arrozal Administrative Aide VI / Edwina M. Lingat Administrative Aide II *Business License and Permit Division* Jenalyn Y. Gonzales/ Rosenda L. Monterey Licensing Officer II/ License Inspector I

	3.3 Approve the Certified True Copy 3.4 Release the Certified True Copy	None None	2 minutes 2 minutes	*Business License and Permit Division* Salvador S. Cariño, Jr., MPA Licensing Officer IV *Business License and Permit Division* Caroline F. Arrozal/ Edwina M. Lingat Administrative Aide VI / Administrative Aide II *Business License and Permit Division*
	TOTAL:	P 50.00 per document	25 minutes	

2. ISSUANCE OF BUSINESS RETIREMENT CERTIFICATE

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Business Retirement Certificate to those who ceased their operations within the territorial jurisdiction of the City of San Fernando, (P).

Office or Division:	Business License and Permit Division (BLPD)
Classification:	Simple
Type of Transaction:	G2B – Government to Business Entity
Who may avail?	Business Entity

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Application Form for Business Retirement (2 original)	-Business License and Permit Division - Windows 11- 16
2. Latest Mayor's Permit or Affidavit of Loss (if lost) (1 original)	-Business Owner -Notarial Services
3. Location/Sketch (1 original)	-Business License and Permit Division – Windows 11- 16
Other supporting documents: A. If applicant is a representative: A.1. Single Proprietorship - Authorization Letter and photocopy of any government-issued ID of the owner and representative with specimen signature	- Owner / GSIS/ LTO/ PRC/ DFA/ OSCA/ BIR/ CSWD/ Post Office/ School/ Government Agency/ Company
A.2.Corporation/Partnership/Cooperative / Association – Secretary's Certificate or Board Resolution and photocopy of any government-issued ID of the representative with specimen signature *Government Issued Identification Card (UMID, Driver's License, PRC ID, Passport ID, Senior Citizen ID, SSS ID,	-Corporation/Partnership/ Cooperative/ Association -Notarial Services

TIN ID, PWD ID, Solo Parent ID, Postal ID, School ID or Company Identification Card) * Government Agency ID (if no other Government issued IDs available)	
B. Affidavit of Business Retirement signed by both partner – for partnership (1 original)	
B.1.Board Resolution/Secretary's Certificate for Business Retirement – for corporation (1 original)	-Notarial Services
C. For declaration of Gross Sales:	-Notarial Services
- C.1. For Non-BIR Registered taxpayers - Affidavit of Gross Sales/Receipts for the latest taxable period/s (1 original)	-Notarial Services
- C.2. For BIR Registered taxpayers, any of the following: a. C.2.1. Income Tax Returns of the preceding year (1 photocopy) and/or current year	-Bureau of Internal Revenue
b. C.2.2. VAT or Percentage Tax Returns of the preceding year (1 photocopy) and/or current year	
c. C.2. 3. Affidavit of Gross Sales/ Receipts/ Notarized Certification of breakdown of sales of each branch (if consolidated ITR) (1 original)	-Bureau of Internal Revenue
- C.3. For Non-Operation of Business- Affidavit of Non- Operation for the latest taxable period/s (1 original)	-Company Accountant/Manager/ Notarial Services -Notarial Services/ Business Owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the application form & submit all the necessary documents required at the Business License and Permit Division – Windows 11 - 16. *Wait while the staff prepares the Inspection Stub. Return on date indicated in the stub.	1.1 Receive, evaluate and verify the application form and documentary requirements. 1.2. Issue Inspection Stub 1.3 Endorse the documents to Inspector for inspection	None None None	8 minutes 2 minutes Within one (1) day upon receipt	Anabelle S. Dizon/ Louise O. Camero John Kenneth Nabua - Administrative Aide / Jamica M. Perez – License Inspector I / Amie V. Canlas – Management and Audit Analyst I/ Johanne P. Tulabut – Management and Audit Assistant/ Aileen Frances Y. Jose Administrative Aide VI *Business License and Permit Division* Arllan P. David / Francis H. Miranda License Inspector I License Inspector II *Business License and Permit Division*

*Give the Inspection Stub to BLPD staff at the Business License and Permit Division – Windows 61 or 62	1.4 Update all necessary information needed for the computation of taxes on the e-BPLS, print the assessment slip.	Kindly scan the QR Code or see Annex-BLPD-1	2 hours and 50 minutes	Anabelle S. Dizon/ Louise O. Camero John Kenneth Nabua Jamica M. Perez Amie v. Canlas / Johanne P. Tulabut Aileen Frances Y. Jose Administrative Aide / License Inspector I / Management and Audit Analyst I/ Management and Audit Assistant/ Administrative Aide VI *Business License and Permit Division*
	1.5. Review and approved the Assessment Slip.	None	5 minutes	Regina T. Sanchez / Salvador S. Cariño, Jr., MPA Management and Audit Analyst II/ Licensing Officer IV *(Business License and Permit Division)*
	1.6 Release the Assessment Slip to the client	None	5 minutes	Caroline F. Arrozal / Edwina M. Lingat Administrative Aide VI/ Administrative Aide II *Business License and Permit Division*

2.Pay the corresponding taxes & fees at the City Treasurer's Office – Windows 5 -10 and receive the Official Receipt and Feedback Form	2. Collect the correct amount of money as payment for the issuance of Business Retirement Certificate.	Kindly scan the QR Code or see Annex-BLPD-1	15 minutes	Jane P. Dampil / Maria Viña O. Navarro / Leila Joyce Fernandez/ Shalin J. Catacutan / Leah Kristine F. Solomon / Marife Manapat Local Revenue Collection Officer I/ Revenue Collection Clerk *City Treasurer's Office*
3.Give the Official Receipt at the Business License and Permit Division – Windows 61 or 62. Wait while the BLPD staff prepares the certification	3.1. Prepare and print the certification		3 hours	Caroline F. Arrozal/ Edwina M. Lingat Administrative Aide VI / Administrative Aide II *Business License and Permit Division*
	3.2. Review and approved the certification.	None	1 hour	Jenalyn Y. Gonzales/ Salvador S. Cariño, Jr., MPA Licensing Officer II/ Licensing Officer IV *Business License and Permit Division*
	3.3. Release the Certification.	None	35 minutes	Caroline F. Arrozal/ Edwina M. Lingat Administrative Aide VI / Administrative

*Receive the Business Retirement Certificate at the Business License and Permit Division. – Windows 61 or 62 and Drop the Feedback Form at the Suggestion Box				Aide II *Business License and Permit Division*
	TOTAL:	 Kindly scan the QR Code or see Annex-BLPD-1	2 days	

Note: If based on the inspection conducted, the business still operates, the processing for the retirement will be suspended and the taxpayer will be required to either renew his/her permit or cease its operation.

3. ISSUANCE OF CERTIFICATE OF NO BUSINESS

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Certificate of No Business to affirm the validity of business record/information of an individual.

Office or Division:	Business License and Permit Division (BLPD)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail?:	CSFP Residents

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Certificate of No Business from the Barangay Hall (1 original for presentation and 1 photocopy)	-Barangay Hall
2. Request Form (1 original) 3. For Authorized Representative: *Authorization Letter from Owner of the Certificate *1 Photocopy of Owner's and Representative's ID (Government Issued Identification Card *UMID, Driver's License, PRC ID, Passport ID, Senior Citizen ID, SSS ID, TIN ID, PWD ID, Solo Parent ID, Postal ID, School ID or Company Identification Card) * Government Agency ID (if no other Government issued IDs available)	-Business License and Permit Division -Owner of the Certification/Representative / GSIS/ LTO/ PRC/ DFA/ OSCA/ BIR/ CSWD/ Post Office/ School/ Government Agency/ Company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the Certificate of No Business and filled-out Request Form at the Business License and Permit Division – Windows 61 or 62	1.1 Receive, check and verify the submitted documents. 1.2 Inform the client to pay at the City Treasurer's Office	None None	3 minutes 2 minutes	Caroline F. Arrozal/ Edwina M. Lingat Administrative Aide VI Administrative Aide II / *Business License and Permit Division*
2. Pay the corresponding taxes & fees at the City Treasurer's Office Windows 5 -10 and receive the Official Receipt	2.1 Collect the correct amount of money as payment for the Certificate. 2.2 Print the Official Receipt	P100.00 None	3 minutes 2 minutes	Jane P. Dampil / Maria Viña O. Navarro / Leila Joyce Fernandez/ Shalin J. Catacutan / Leah Kristine F. Solomon / Marife Manapat Local Revenue Collection Officer I/ Revenue Collection Clerk *City Treasurer's Office*

3. Give the Official Receipt to BLPD staff at Windows 61 or 62 and wait while the staff prepares the Certification	3.1 Prepare and print the Certification .	None	5 minutes	Caroline F. Arrozal/ Edwina M. Lingat Administrative Aide VI / Administrative Aide II *Business License and Permit Division*
	3.2 Review and approved the certification .	None	5 minutes	Jenalyn Y. Gonzales/ Salvador S. Cariño, Jr., MPA Licensing Officer II/ Licensing Officer IV *Business License and Permit Division*
3.1 Claim the Certification of No Business at the Business License and Permit Division – Windows 61 or 62 and drop the Feedback Form (CSM) at the Suggestion Box	3.3 Release the certification	None	5 minutes	Caroline F. Arrozal/ Edwina M. Lingat Administrative Aide VI Administrative Aide II / *Business License and Permit Division*
	TOTAL:	P100.00	minutes	

4. ISSUANCE OF OTHER BUSINESS-RELATED CERTIFICATIONS

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Certifications to affirm the validity of business record/information of an individual.

Office or Division:	Business License and Permit Division (BLPD)
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G
Who may avail?	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request Letter (1 Original or 1 photocopy) 2. Authorization Letter from Owner/ Company or Board Resolution/Secretary's Certificate for Corporation. *1 Photocopy of Owner's and Representative's ID (Government Issued Identification Card *UMID, Driver's License, PRC ID, Passport ID, Senior Citizen ID, SSS ID, TIN ID, PWD ID, Solo Parent ID, Postal ID, School ID or Company Identification Card) * Government Agency ID (if no other Government issued IDs available)	-Requesting client -Owner / GSIS/ LTO/ PRC/ DFA/ OSCA/ BIR/ CSWD/ Post Office/ School/ Government Agency/ Company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the request form at the Business License and Permit Division – Windows 61 or 62	1.1 Receive, check and verify the request	None	5 minutes	Caroline F. Arrozal/ Edwina M. Lingat Aministrative Aide VI Administrative Aide II *Business License and Permit Division*
2. Pay the corresponding taxes & fees at the City Treasurer's Office – Windows 5 - 10 and receive the Official Receipt	2.1 Collect the correct amount of money as payment for the Certificate. 2.2 Print the Official Receipt	Kindly scan the QR Code or see Annex-BLPD-1 None	7 minutes 3 minutes	Jane Dampil, Maria Viña Navarro, Leila Joyce Fernandez, Shalin Catacutan, Marife Manapat, Leah Kristine Solomon Local Revenue Collection Officer/ Revenue Collection Clerk City Treasurer's Office
3.Give the Official Receipt to BLPD Windows 61 or 62 and wait while the staff prepare the	3.1 Prepare and print the Certification/Request	None	5 minutes	Caroline F. Arrozal/ Edwina M. Lingat Administrative Aide VI – Administrative Aide II

Certification/ Request *Drop the Feedback Form (CSM) at the Suggestion Box	3.2 Review the Certification/Request	None	5 minutes	*Business License and Permit Division* Jenalyn Y. Gonzales/ Rosenda L. Monterey Licensing Officer II/ Inspector I *Business License and Permit Division*
	3.3 Approve the Certification /Request	None	3 minutes	Salvador S. Cariño, Jr., MPA Licensing Officer IV *Business License and Permit Division*
	3.4 Release the Permit to Operate	None	2 minutes	Caroline F. Arrozal/ Edwina M. Lingat Administrative Aide VI / Administrative Aide II *Business License and Permit Division*

TOTAL:	 Kindly scan the QR Code or see Annex-BLPD-1	30 minutes	

5. MAYOR'S PERMIT FOR BUSINESS (NEW BUSINESS)

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Mayor's / Business Permit for regulating the operation of businesses within the territorial jurisdiction of the City of San Fernando, (P). Any person doing business with the City of San Fernando, (P) can avail of this service.

Office or Division:	Business License and Permit Division (BLPD)
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Business Entity

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Business Application Form (1 original)	Business License and Permit Division – Window 11 - 16
2. Location/Sketch and Pictures (inside and outside) of Business Establishment (1 original)	Business License and Permit Division – Window 11 – 16/ Business Owner
3. DTI/SEC/CDA/ DHSUD – for business name registration (1 original copy for presentation and 1 photocopy for Business License and Permit Division)	Department of Trade and Industry Office/ Securities and Exchange Commission Office/ Cooperative Development Authority Office/ Department of Human Settlements and Urban Development
4. Community Tax Certificate	Business License and Permit Division
5. Tax Declaration (1 photocopy)	-Owner of the property or City Assessor's Office – Window 18

6. Any of the following applicable forms of ownership of lot (1 photocopy) :	
-Owner's Duplicate Copy (TCT);	-Owner of the property
-Lease proposal	-Lessor of the property
-Contract of Lease duly notarized;	-Notarial Services
-Certificate of Lease duly notarized;	-Owner or Lessor of the property
-Deed of Absolute Sale duly notarized;	-Notarial Services
-Authorization Letter (notarized) and/ or Notice of Award;	-Notarial Services/ Owner of the property
-LHSD Certification if within Northville Subdivision;	-Local Housing Settlement Division
-NHA Certification if within San Fernando Heights, Bulaon Resettlement, San Fernando Ville (former AFP-PNP-Ville);	-National Housing Authority
-Deed of Donation and/ or Special Power of Attorney duly notarized;	-Notarial Services/Person being represented

-Contract to Sell duly notarized; and - Sworn Statement as Heir of the property	-Notarial Services -Notarial Services
7. 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)	-Business Owner or Office of the City Building Official
8.Fire Safety Inspection Certificate or Fire Safety Inspection Certificate for Occupancy valid in the last nine months	-Bureau of Fire Protection
-Sanitary Permit, Environmental Management Permit, Zoning Certificate and Clearances from OCBO and Barangay	-The following requirements are to be facilitated by the Business License and Permit Division
Other supporting documents: a. If applicant is a representative ● Single Proprietorship - Authorization Letter and photocopy of any government-issued ID of the owner and representative with specimen signature ● Corporation/Partnership/Cooperative/Association - Secretary's Certificate or Board Resolution and photocopy of any government-issued ID of the representative with specimen signature	Owner/ Corporation/Partnership/ Cooperative/ Association
a. Contractor's License (PCAB for General/ Specialty and Engineering	
b. Affidavit/Undertaking on Non-Operations of Games – for internet (1 original) c. Grant of Authorities from Congress/ PAGCOR/ Sangguniang Panlungsod Franchise – for amusement entities (1 ~~photocopy~~)	-Department of Trade and Industry

d. Compliance to Ordinance No. 2018-029 or "The 2018 CCTV System Ordinance of the City of San Fernando, Pampanga -CCTV System Certification -Letter of Undertaking to Comply to CCTV Ordinance	-Notarial Services -Congress/PAGCOR/Sangguniang Panlungsod
e. Franchise/Certificate of Public Conveyance – for rent-a-car and Transportation Services f. 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) - 1photocopy (original for presentation) g. CMOD Clearance- if within the new/old public markets (CMOD Stamped)	-CCTV System Installer/ Business Owner -Business License and Permit Division -Land Transportation Franchise and Regulatory Board -Homeowner's Association; Neighborhood; Developer
h. License to work for entertainers/models & results of the Cervical Urethral Smear from the Social Hygiene Clinic of GRO's – for night clubs/entertainment establishments (1 original for presentation 1 photocopy)	-City Market Operations Division - Entertainment Establishment Section (Social Hygiene Clinic) / City Mayor's Office
i. Certificate of Certified Water Operator Course/Letter of Commitment to attend the training (except for water vending machine & ice manufacturer), Sanitary Plan, (except for water vending machine & ice manufacturer); Sanitary Engineer's Report (except for water vending machine & ice manufacturer); Physical/Chemical Test Results if water source is Deep Well – Raw and product	- Water Operator Training Course / Licensed Sanitary Engineer / Department of Health Accredited Water Laboratory / City Health Office

water every 6 months, if water source is Water District – Product water only every 6 months; Certificate of Potability; Microbiological Test Total Coliform, E. Coli & Heterotrophic Plate Count if water source is deep Well – raw every 6 months and product water every month, if water source is water district- product water monthly, certificate of potability – for water refilling station, water works system and bulk water, water vending machine & ice manufacturer	
-Initial/Operational Permit/Clearance from CHD-3 (DOH), License undertaker or letter of commitment (for crematorium only) - for memorial park, Cemetery or private burial ground and crematorium (1 original for presentation and 1 photocopy)	-Department of Health Region 3
-License undertaker or letter of commitment to attend training for undertaker; Licensed embalmer (for funeral parlor with embalming facility) – for funeral parlor	-Department of Health
-Design of Waste Water Treatment Plant Facilities - for industrial establishments	- Business owner's engineering department
-Barangay Resolution of No Objection - for poultry & piggery (1 original for presentation and 1 photocopy)	-Barangay Hall
-License to Operate from DOH CDH 3 – for hospital, medical & diagnostic clinic, and dental prosthesis laboratory	-Department of Health/ Professional Regulation Commission/ Department of Environment and Natural Resources Office
-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 – for food establishments,	-Department of Health/ City Health Office G/F

restaurants, fast foods, canteens, eateries and caterers -Current NRL Certificate of proficiency – last 5 years; Picture of Physical Location of the Laboratory; PRC License to Operate for water laboratory with Physio-Chemical Services; Valid DOH Certificate of Accreditation; NRL Licensure Exam for water Sampler; DENR Environment Clearance- for water laboratory (1 original for presentation and 1 photocopy)	NRL (National Reference Laboratory) / PRC (Professional Regulation Commission) / DOH (Department of Health) / DENR (Department of Environment and Natural Resources Office)

NOTE: For <u>Shared Passive Telecommunication Tower Infrastructure (PTTIs)</u>, the requirement is only the filled-out Application Form for Business.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the application form & submit all the necessary documents required at the Business License and Permit Division – Windows 11 - 16.	1.1 Receive, evaluate and verify the application form and documentary requirements. 1.2 Endorse the documents to City Planning and Development Coordinator's Office	None None	20 minutes 40 minutes	Anabelle S. Dizon/ Louise O. Camero John Kenneth Nabua Administrative Aide / Jamica M. Perez/ Amie v. Canlas/ Johanne P. Tulabut/ Aileen Frances Y. Jose License Inspector I / Management and Audit Analyst I/ Management and Audit Assistant/

				Administrative Aide VI *Business License and Permit Division*
	1.3 Encode all necessary information needed for the computation of taxes on the e-BPLS, print the assessment slip. 1.4 Prepare the Unified Inspection Report by reflecting the necessary information of the business application. 1.5 Input the information in the Post-Inspection Monitoring Logbook 1.6 Review and approved the Assessment Slip	None None None None	5 minutes 5 minutes 5 minutes 5 minutes	Anabelle S. Dizon/ Louise O. Camero John Kenneth Nabua Administrative Aide / Jamica M. Perez/ Amie v. Canlas/ Johanne P. Tulabut – /Management and Audit Analyst I/ Management and Audit Assistant/ Aileen Frances Y. Jose Administrative Aide VI *Business License and Permit Division* Regina T. Sanchez/ Salvador S. Cariño, Jr., MPA

				Management and Audit Analyst II / Licensing Officer IV *(Business License and Permit Division)*
	1.7 Encode all necessary information to the Unified Barangay Information Management System (UBIMS)	P120.00 – P1,000.00	10 minutes	Rosenda L. Monterey/ Marcial Aspher S. Villanueva License Inspector I / Administrative Aide *(Business License & Permit Division)*
	1.8 Endorse the documents to the regulatory offices for encoding.	None	45 minutes	Arizon Tolosa / Gilbert Aquino Administrative Aide *City Health Office* Joyce Mikee D. Alderete / Joshua Lingat Administrative Aide

	1.9 Endorse the assessment slip and inspection stub at the City Treasurer's Office for the computation of the Community Tax Certificate or Cedula	None	2 minutes	*Office of the City Building Official* Remily Canlas / Jayson Joseph Feliciano Administrative Aide IV *City Environment and Natural Resources Office* Rosenda L. Monterey/ Marcial Aspher S. Villanueva License Inspector I / Administrative Aide *(Business License & Permit Division)*
2. Pay the corresponding taxes & fees at the City Treasurer's Office Windows 6 or 10. 2.1. Receive the Official Receipt, Community Tax Certificate	2.1 Compute the Community Tax Certificate or Cedula	Kindly scan the QR Code or see Annex-BLPD-1	3 minutes	Jane P. Dampil / Maria Viña O. Navarro / Leila Joyce Fernandez/ Shalin J. Catacutan / Leah Kristine F. Solomon / Marife Manapat

and Claim stub. Return on the date indicated in the stub.	2.2 Present and/or release the Assessment Slip to the Client.	None	2 minutes	Local Revenue Collection Officer I/ Revenue Collection Clerk *City Treasurer's Office*
	2.3 Collect the correct amount of money as payment for the issuance of Mayor's Permit.	Kindly scan the QR Code or see Annex-BLPD-1	15 minutes	
	2.4. Print and issues the Official Receipt, Community Tax Certificate & claim stub.	None	3 minutes	
	2.5 Encode the Official Receipt and Community Tax Certificate in the UBIMS.	None	5 minutes	

	2.6 Approve Mayor's Permit	None	Within 1 hour	Atty. Kristannico S. Abad City Administrator *City Administrator's Office /* Hon.Vilma B.Caluag City Mayor *City Mayor's Office*
	2.7 Print Barangay Business Clearance	None	5 minutes	Rosenda L. Monterey/ Marcial Aspher S. Villanueva License Inspector I/ Administrative (Business License & Permit Division)
	2.8 Print Mayor's Permit	None	5 mins.	Jenalyn Y. Gonzales/ Alex V. Soto License Administrative Aide IV / Licensing Officer II

				(Business License and Permit Division)
3. Claim the Mayor's Permit at the Business License and Permit Division – Windows 61 or 62 and fill-out the Claim stub and drop it on the Suggestion Box.	3. Receive the claim stub and Release the Mayor's Permit	None	5 minutes	Caroline F. Arrozal/ Edwina M. Lingat Administrative Aide VI / Administrative Aide II *(Business License and Permit Division)*
	TOTAL:	Kindly scan the QR Code or see Annex-BLPD-1	**4 hours**	

Note:

(1) Ocular inspection will be conducted at least ten (10) working days from the start of business operation. (a). If based on the inspection conducted, the business has discrepancy on his/her declared information on the Application Form for Business, he/she will be advice to amend the issued Mayor's Permit. (b). If the business has violation to any of the regulatory offices, including the Barangay, the taxpayer will be given advice to comply, otherwise the regulatory office/s/ barangay will recommend for the suspension or revocation of issued Mayor's Permit. (c). If the business establishment is not yet operational during the inspection, coordination with the taxpayer will be made and a final re-inspection will be scheduled.;

a. Applications with amendments or changes follow the steps for new application;

b. Approval of Mayor's Permit is thru the system (e- BPLS) after payment. (New and Renewal);

(5) Receiving and assessment of application may take longer during peak season (at least one day);

(6) Releasing of Mayor's Permit may take longer during peak season (at least 3 days) (New and Renewal);

(7) No FSIC, no release of permits;

(8) For Shared Passive Telecommunication Tower Infrastructure (PTTIs), the only requirement is the filled-out Application Form for Business

6. MAYOR'S PERMIT FOR BUSINESS (RENEWAL)

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Mayor's / Business Permit for regulating the operation of businesses within the territorial jurisdiction of the City of San Fernando, (P). Any person doing business with the City of San Fernando, (P) can avail of this service.

Office or Division:	Business License and Permit Division (BLPD)
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Business Entity

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Business Application Form (2 original)	Business License and Permit Division – Windows 11 – 16
2.For the declaration of gross sales: - Proof of annual gross receipts (original for presentation; 1 photocopy) may include: a. 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; b. Notarized Joint Statement of Annual Income (signed by a designated Officer of the Head Office and by the Branch Manager) - For Banks (1original)	-Bureau of Internal Revenue/ Business Owner -Notarial Services/Company Accountant/ Business Owner -Bureau of Internal Revenue -Company Head Office and Branch Manager/Notarial Services

3.Fire Safety Inspection Certificate (FSIC)	-Bureau of Fire Protection
Sanitary Permit, Environmental Management Permit, and Clearances from OCBO and Barangay, Community Tax Certificate	The following requirements are to be facilitated by the Business License and Permit Division
Other supporting documents: -If applicant is a representative ● Single Proprietorship - Authorization Letter and photocopy of any government-issued ID of the owner and representative with specimen signature ● Corporation/Partnership/Cooperative/Association - Secretary's Certificate or Board Resolution and photocopy of any government-issued ID of the representative with specimen signature -Grant of Authorities from Congress/ PAGCOR/ Sangguniang Panlungsod Franchise – for amusement entities (1 photocopy; original for presentation) -BSP Proof of Registration (received application form at the BSP or Certificate of Registration) – for pawnshops, foreign exchange dealers, money changers & remittance agents (if new business on previous year) (1 photocopy) -License to work for entertainers/models & results of the Cervical Urethral Smear from the Social Hygiene Clinic of GRO's	-Owner/ Corporation/Partnership/ Cooperative/ Association -Congress/PAGCOR/Sangguniang Panlungsod -Bangko Sentral ng Pilipinas

– for night clubs/entertainment establishments (1 original for presentation 1 photocopy) -Microbiological Test Results; Total Coliform, E. Coli & 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; Physical/Chemical Test Results (following the mandatory parameters of PNSDW of 2017)(if water source is Deep Well: Raw water every 6 months; if water source is Water District: Product water monthly), Certificate of Potability – for water refilling station, Water works system and bulk water, water vending machine and ice manufacturer -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 – for food establishments, restaurants, fast foods, canteens, eateries and caterers -Valid DOH Certificate of Accreditation; Current NRL Certificate of Proficiency; NRL License Certificate of Water Sampler	-Rural Health Unit II (Barangay Health Center-Sindalan) - Water Laboratory -Department of Health / City Health Office G/F

		-Department of Health		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Accomplish the application form & submit all the necessary documents required at the Business License and Permit Division Windows 12- 16	1.1 Receive, evaluate, and verify the application if not included in the "negative list". 1.2Retrieve the taxpayer information from the e-BPLS, renew and update all the pertinent information necessary in assessment. 1.3 Print the assessment slip.	None None None	2 minutes 2 minutes 10 minutes	Anabelle S. Dizon/ Louise O. Camero/ John Kenneth Nabua/ Jamica M. Perez/ Amie v. Canlas/ Johanne P. Tulabut/ Aileen Frances Y. Jose Administrative Aide / License Inspector I / Management and Audit Analyst I/– Management and Audit Assistant/ Administrative Aide VI *Business License and Permit Division*

		None	2 minutes	
	1.4 Review and approved the Assessment Slip			
*If the application is included in the “negative list”, applicant will be endorsed to the concerned regulatory office/offices for compliance prior to assessment. Negative list-are the list of non-compliant business establishments		None	2 minutes	Regina T. Sanchez/ Salvador S. Cariño, Jr., MPA Management and Audit Analyst II / Licensing Officer IV (Business License and Permit Division)
	1.5 Encode all necessary information to the Unified Barangay Information Management System (UBIMS .			Rosenda L. Monterey/ Marcial Aspher S. Villanueva License Inspector I / Administrative (Business License & Permit Division)
	1.6 Endorse the assessment slip at the City Treasurer’s Office for the computation of the Community Tax Certificate or Cedula	P200.00 – P1,500.00	10 minutes	

2. Pay the corresponding taxes & fees at the City Treasurer's Office Windows 6 or 10. *Receive the Official Receipt, Community Tax Certificate and Claim stub. Return on the date indicated in the stub.	2.1 Compute the Community Tax Certificate or Cedula		3 minutes	
	2.2. Present and/or release the Assessment Slip to the Client.	Kindly scan the QR Code or see Annex-BLPD-1	2 minutes	Jane Dampil, Maria Viña Navarro, Leila Joyce Fernandez, Shalin Catacutan, Marife Manapat, Leah Kristine Solomon Local Revenue Collection Officer/ Revenue Collection Clerk City Treasurer's Office
	2.3 Collect the correct amount of money as payment for the issuance of Mayor's Permit.	None	8 minutes	
	2.4. Print and issues the Official Receipt, Community Tax Certificate & claim stub.	None	10 minutes	
	2.5 Encode the Official Receipt and Community Tax Certificate in the UBIMS.	None	7 minutes	
	2.6 Approve Mayor's Permit	None	Within 1 hour	Atty. Kristannico S. Abad Hon.Vilma B.Caluag City Administrator *City Administrator's Office /*

				City Mayor *City Mayor's Office*
	2.7 Print Barangay Business Clearance	None	5 minutes	Rosenda L. Monterey/ Marcial Aspher S. Villanueva License Inspector I / Administrative (Business License & Permit Division)
	2.8 Print Sanitary Permit	None	5 minutes	Arizon Tolosa / Gilbert Aquino Administrative Aide *City Health Office*
	2.9 Print Mayor's Permit	None	5 minutes	Alex V. Soto/ Jenalyn Y. Gonzales Administrative Aide IV / Licensing Officer II *(Business License and Permit Division)*

3. Claim the Mayor's Permit at the Business License and Permit Division – Windows 61 or 62 and fill-out the Claim stub and drop it on the Suggestion Box.	3. Receive the claim stub and Release the Mayor's Permit	None	5 minutes	Caroline F. Arrozal/ Edwina M. Lingat Administrative Aide VI / Administrative Aide II *(Business License and Permit Division)*
TOTAL:		Kindly scan the QR Code or see Annex-BLPD-1	2 hours and 20 minutes	

Note:

(1) Receiving and assessment of bulk applications (5 and more) may take longer during peak season (a week or longer depending on the number of received applications);

(2) Acceptance of applications shall have a cut-off of 300 applications per day during peak-season.

(3) Conduct of year-round monitoring/ inspection of business establishments.

7. MAYOR'S PERMIT FOR BUSINESS (SPECIAL PERMIT)

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Special Permits to those who promote/advertise their business within the territorial jurisdiction of the City of San Fernando, (P).

Office or Division:	Business License and Permit Division (BLPD)
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request Letter / or Request for Special Permit (1 original) 2.Streamers/Tarpaulins (if applicable)	-Requesting client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit the request letter / or Request for Special Permit at the Business License and Permit Division – Windows 11- 16. Wait while the staff prepares the order of payment	1.1Receive, check and verify the request 1.2 Prepare the Order of Payment	None None	3 minutes 5 minutes	Anabelle S. Dizon/ Louise O. Camero John Kenneth Nabua Administrative Aide / Jamica M. Perez/ Amie v. Canlas/ Johanne P. Tulabut/ Aileen Frances Y. Jose License Inspector I / Management and Audit Analyst /Management and Audit Assistant/

				Administrative Aide VI *Business License and Permit Division* Regina T. Sanchez/ Salvador S. Cariño, Jr., MPA Management and Audit Analyst II / Licensing Officer IV (Business License and Permit Division)
	1.3 Review and Approved Order of Payment	None	5 minutes	
	1.4 Release Order of Payment	None	2 minutes	Anabelle S. Dizon/ Louise O. Camero John Kenneth Nabua/ Jamica M. Perez/ Amie v. Canlas/ Johanne P. Tulabut/ Aileen Frances Y. Jose Administrative Aide /License Inspector I / Management and Audit Analyst I/ Management and Audit Assistant/Administrative Aide VI

				Business License and Permit Division
2. Pay the corresponding taxes & fees at the City Treasurer's Office – Window 4 and receive the Official Receipt	2.1 Collect the correct amount of money as payment for the permit 2.2 Print the Official Receipt	 Kindly scan the QR Code or see Annex-BLPD-1 None	3 minutes 2 minutes	Jocelyn Manalo / Ryan Jay Dimacali / Melanie A. Villanueva Local Revenue Collection Officer I *CityTreasurer's Office*
3.Give the Official Receipt to BLPD Windows Windows 11- 16 and wait while the staff prepare the Permit	3.1 Encode, print and segregate the Mayor's Permit - Special Permit	None	5 minutes	Anabelle S. Dizon/ Louise O. Camero John Kenneth Nabua/ Jamica M. Perez/ Amie v. Canlas/ Johanne P. Tulabut/ Aileen Frances Y. Jose Administrative Aide / License Inspector I / Management and Audit Analyst I/ Management and Audit Assistant/ Administrative Aide VI *Business License and Permit Division*

	3.2 Review the Mayor's Permit - Special Permit	None	5 minutes	Regina T. Sanchez/ Salvador S. Cariño, Jr., MPA Management and Audit Analyst II / Licensing Officer IV *(Business License and Permit Division)*
*Claim the Special Permit at the Business License and Permit Division Windows 11-16 and drop the Feedback Form (CSM) at the Suggestion Box	3.3 Approve the Mayor's Permit - Special Permit	None	3 minutes	Atty. Kristannico S. Abad/ Maila Marie G. Salvador Admin. Assistant II City Administrator Assistant II *(City Administrator's Office)*
	3.4 Release the Mayor's Permit - Special Permit	None	2 minutes	Anabelle S. Dizon/ Louise O. Camero John Kenneth Nabua/ Jamica M. Perez/ Amie v. Canlas/ Johanne P. Tulabut/ Aileen Frances Y. Jose/ Administrative Aide / License Inspector I / Management and Audit Analyst I/

				Management and Audit Assistant/ Administrative Aide VI *Business License and Permit Division*
TOTAL:		Kindly scan the QR Code or see Annex-BLPD-1	35 minutes	

8. PERMIT TO OPERATE (TEMPORARY PERMIT)

The Business License and Permit Division under the City Administrator's Office is directly responsible for the issuance of Permit to Operate (Temporary Permit) to ambulant vendors, seasonal businesses and short-term businesses like contractors and mall exhibitors in the City of San Fernando, (P).

Office or Division:	Business License and Permit Division (BLPD)
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Business Entity

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Business Application Form (1 original)	Business License and Permit Division – Windows 11 - 16
2. Location/Sketch and Pictures of Business Establishment (1 original)	Business License and Permit Division – Window 11 - 16 / Business Owner
3. Barangay Business Clearance	Business License and Permit Division
4. DTI/SEC/CDA/ DHSUD – for business name registration (1 original copy for presentation and 1 photocopy for Business License and Permit Division)	Department of Trade and Industry Office/ Securities and Exchange Commission Office/ Cooperative Development Authority Office/ Department of Human Settlements and Urban Development

5. Community Tax Certificate	City Treasurer's Office Windows 5-10
6. 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 P15,000.00 and below) – original for presentation; 1 photocopy	-Office of the City Building Official – Windows 27-29
7. Fire Safety Inspection Certificate or Fire Safety Inspection Certificate for Occupancy valid in the last nine months	-Bureau of Fire Protection
Other supporting documents: . If applicant is a representative ● Single Proprietorship - Authorization Letter and photocopy of any government-issued ID of the owner and representative with specimen signature •Corporation/Partnership/Cooperative/ Association - Secretary's Certificate or Board Resolution and photocopy of any government-issued ID of the representative with specimen signature -Affidavit/Undertaking on Non-Operations of Games – for internet (1 original) -Grant of Authorities from Congress/ PAGCOR/ Sangguniang Panlungsod Franchise – for amusement entities (1 photocopy) - Compliance to Ordinance No. 2018-029 or "The 2018 CCTV System Ordinance of the City of San Fernando, Pampanga -CCTV System Certification	Owner/ Corporation/Partnership/ Cooperative/ Association -Notarial Services - Congress/PAGCOR/Sangguniang Panlungsod

-Letter of Undertaking to Comply to CCTV Ordinance	-CCTV System Installer/ Business Owner
- 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) - 1photocopy (original for presentation)	-CCTV System Installer/ Business Owner -Business License and Permit Division
-CMOD Clearance- if within the new/old public markets (CMOD Stamped)	-Homeowner's Association; Neighborhood; Developer
-License to work for entertainers/models & results of the Cervical Urethral Smear from the Social Hygiene Clinic of GRO's – for night clubs/entertainment establishments (1 original for presentation 1 photocopy)	-City Market Operations Division
-Certificate of Certified Water Operator Course/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;	-Rural Health Unit II (Barangay Health Center-Sindalan)
-Initial/Operational Permit/Clearance from CHD-3 (DOH)/ Barangay Resolution of No Objection - for memorial park, Cemetery or private burial ground (1 original for presentation and 1 photocopy)	-Sanitary Engineer/ Water Laboratory
-Feasibility study reviewed & approved by the Secretary of Health or his duly authorized representative – for crematorium (1 original for presentation and 1 photocopy)	

-Design of Water Treatment Plant Facilities - for industrial establishments	-Department of Health
-Barangay Resolution of No Objection -for poultry & piggery (1 original for presentation and 1 photocopy)	-Department of Health
-NRL Certificate of proficiency – last 5 years; Picture of Physical Location of the Laboratory; PRC License to Operate; DOH Certificate of Accreditation; NRL Licensure Exam for water Sampler; DENR Environment Clearance- for water laboratory (1 original for presentation and 1 photocopy)	-Water Laboratory
-Health Card ID – for food establishments (1 original for presentation and 1 photocopy)	-Barangay Hall
-Contract Agreement – for contractors (1 photocopy)	-Department of Health/ Professional Regulation Commission/ Department of Environment and Natural Resources Office
	-City Health Office – 1st Floor (Main)
	-Contractor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the application form & submit all the necessary documents required at the Business License and Permit Division – Window 11 - 16 *Wait while the BLPD Staff prepares the inspection Stub. Return on the date indicated in the stub.	1.1 Receive, evaluate and verify the application form and documentary requirements. Issue Inspection Stub.	None	10 minutes	Anabelle S. Dizon/ Louise O. Camero John Kenneth Nabua/ Jamica M. Perez/ Amie v. Canlas/ Johanne P. Tulabut/ Aileen Frances Y. Jose Administrative Aide / License Inspector I / Management and Audit Analyst I/ Management and Audit Assistant/ Administrative Aide VI *Business License and Permit Division*
	1.2 Endorse the documents to the Inspector for inspection (if applicable)	None	Ocular inspection will be conducted one (1) working day from the start of business operation. 15 minutes	Angelo E. Mendoza License Inspector II *(BLPD)* Paolo Santiago Engineering Assistant II *(OCBO)* Bonnie Salvador Administrative Aide II *(CENRO)* Cyrell John Sagum

	1.3 After inspection, endorse the documents to assessment section for assessment. 1.4 Review and approved the		2 minutes	Administrative Aide *(CHO)* *Barangay Representative* Anabelle S. Dizon/ Louise O. Camero/ John Kenneth Nabua Administrative Aide Jamica M. Perez License Inspector I / Amie v. Canlas Management and Audit Analyst I / Johanne P. Tulabut Management and Audit Assistant/ Aileen Frances Y. Jose Administrative Aide VI *Business License and Permit Division* Regina T. Sanchez / Salvador S. Cariño, Jr., MPA Management and Audit

	Assessment Slip 1.5 Encode all necessary information to the Unified Barangay Information Management System (UBIMS) 1.6 Endorse the documents to the releasing clerk to release the assessment slip.	Kindly scan the QR Code or see Annex-BLPD-1 None P120.00 – P500.00 / P200.00 – P1,500.00	10 minutes 3 minutes	Analyst II /– Licensing Officer IV *(Business License and Permit Division)* Rosenda L. Monterey/ Marcial Aspher S. Villanueva License Inspector I / Administrative Aide *(Business License & Permit Division)* Caroline F. Arrozal/ Edwina M. Lingat Administrative Aide VI/ Administrative Aide II *(Business License & Permit Division)*

2.Pay the corresponding taxes & fees at the City Treasurer's Office Windows 6 or 10. * Receive the Official Receipt and Community Tax Certificate	2.1 Collect the correct amount of money as payment for the Mayor's Permit. 2.2. Print and issues the Official Receipt and Community Tax Certificate 2.3 Encode and approve the application to the UBIMS	 Kindly scan the QR Code or see Annex-BLPD-1 None None	10 minutes 10 minutes 10 minutes	Jane Dampil, Maria Viña Navarro, Leila Joyce Fernandez, Shalin Catacutan, Marife Manapat, Leah Kristine Solomon Local Revenue Collection Officer/ Revenue Collection Clerk City Treasurer's Office
3.Give the Official Receipt to BLPD Windows 61 or 62 and wait while the staff prepare the Permit	3.1 Prepare and print the Permit to Operate	None	10 minutes	Caroline F. Arrozal/ Edwina M. Lingat Administrative Aide VI/

* Claim the Permit to Operate at the Business License and Permit Division Windows 61 or 62 and drop the Feedback Form (CSM) at the Suggestion Box	3.2 Review the Permit.	None	3 minutes	Administrative Aide II *(Business License & Permit Division)* Jenalyn Y. Gonzales/ Salvador S. Cariño, Jr., MPA Licensing Officer II / Licensing Officer IV *(Business License and Permit Division)*
	3.3 Approve the Permit to Operate	None	15 minutes	Atty. Kristannico S. Abad, Maila Marie G. Salvador City Administrator Admin. Assistant II (City *Administrator's Office)*
	3.4 Release the Permit to Operate		2 minutes	Caroline F. Arrozal/ Edwina M. Lingat Administrative Aide VI/ Administrative Aide II *(Business License & Permit Division)*

TOTAL:	Kindly scan the QR Code or see Annex-BLPD-1	1 day,1 hour and 40 minutes	

Note: (1) Permit to Operate (Temporary Permit) is issued only to applicants with no proof of ownership of the lot/property to present which will be verified at the City Assessor's Office.

(2) Permit to Operate (Temporary Permit) is issued to seasonal businesses and short-term businesses like contractors with project within the city.

(3) No FSIC, no release of permits

Annex – BLPD 1

1	BUSINESS TAX	Art. 12 Sec. 54 pg . 28 (N) / Sec. 51 pg. 21-28 (R)/ Art. 14 Sec.59 pg. 33
2	CLOSURE FEE	Art. 14 Sec.59 pg.33
3	MAYOR'S PERMIT FEE	Art. 17 Sec.73 pg. 36-38
4	SANITARY INSPECTION FEE	Art.48 Sec. 192 pg. 90-91
5	ENVIRONMENT MANAGEMENT FEE	Art. 53 Sec. 208 pg. 94-97
6	HEALTH CERTIFICATE FEE	Art. 49 Sec. 196 pg.91
7	FIRE (BUILDING) SAFETY INSPECTION FEE	Art. 33 Sec. 198 pg. 76
8	METAL PLATE FEE	Guidelines on the Assessment of Tax
9	STICKER FEE	
10	LBOD CLEARANCE FEE	Art. 52 Sec. 205 (no. 9) pg. 94
11	ENVIRONMENT INSPECTION FEE	Art. 55 Sec. 214 pg. 98
12	ZONING CLEARANCE FEE	Guidelines on the Assessment of Tax
13	SIGN FEE	Art. 26 Sec.109 pg. 60/ National Bldg. Code of the Phils.
14	OCCUPATIONAL FEE	Art. 44 Sec. 177 pg. 85
15	STORAGE FEE	Art. 28 Sec. 116 pg. 66
16	DELIVERY TRUCK / VAN	ART. 11 Sec. 47 pg. 17
17	SERVICE MOTOR VEHICLE	Art. 18 Sec. 77 pg. 40 - 41

18	COMPUTER	Ordinance No. 2015-024 (The Games and Amusement Code of the CSFP)
19	VIDEOKE	
20	DELINQUENT	Art. 59 Sec.228 pg. 100
21	SURCHARGE	Art. 59 Sec.229 pg. 100
22	INTEREST	Art. 59 Sec.230 pg. 100
23	HEALTH CERTIFICATE NON-COMPLIANCE PENALTY	ART. 49 Sec. 199 pg. 92
24	URBAN GREENING DEVELOPMENT FEE	Art. 54 Sec. 211 pg. 97
25	CONVENIENCE FEE	MOA / Resolution No. 2018-024 Authorizing the Honorable City Mayor EDSA to enter into MOA with 2Go Express, Inc.
26	OTHER/S – BARANGAY BUSINESS CLEARANCE	Ordinance no. 2020-022
27	FIRE CODE FEE	RA 9514 The Fire Code of the Philippines Revised IRR 2019