



**BUSINESS PERMIT AND LICENSING DIVISION**

For Inquiries email us: [bplo@sansimonpampanga.gov.ph](mailto:bplo@sansimonpampanga.gov.ph)

**DOCUMENTARY REQUIREMENTS FOR NEW BUSINESS**

BASIC	IN-CHARGE	ISSUED DATE	REMARKS
Unified Application Form			
Business Location Sketch			
DTI/SEC/CDA	DTI/SEC/CDA		
CTC For Business	Treasury		
Barangay Clearance for Business	Barangay		
<b>CLEARANCES</b>			
Zoning Certificate Any of the following relative to right over land; a. Photocopy of Title or Certified True Copy of Title (TCT) b. Certified True Copy of Latest Tax Declaration (Land/Building) c. Deed of Conveyance (Deed of Sale, Donation, Extra Judicial) d. Award of Notice and/or Contract of Lease (if renting) Authorization to use Land	Mun. Assessor 's Office		
Sanitary Permit	Rural Health Unit		
Certificate of Occupancy	Mun. Engineer's Office		
Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection		

**DOCUMENTARY REQUIREMENTS FOR RENEWAL BUSINESS**

BASIC	IN-CHARGE	ISSUED DATE	REMARKS
Unified Application Form			
Business Location Sketch			
DTI/SEC/CDA	DTI/SEC/CDA		
CTC For Business	Treasury		
Barangay Clearance for Business	Barangay		
Previous Mayors/Business Permit			
Financial Statement (FS)/ Income Tax Return (ITR) /Affidavit of Gross Sales (For Non BIR)			
<b>CLEARANCES</b>			
Sanitary Permit	Rural Health Unit		
Annual Inspection Certificate	Mun. Engineer's Office		
Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection		

**OTHER REQUIREMENTS FOR RENEWAL OF BUSINESS**

- Clearance from SSS/Philhealth/ (For Renewal of Business)
- For Industrial Manufacturer (High Risk Businesses)
  - \* ECC/CNC from DENR)
  - \* Environmental Certificate from MENRO (Municipal Environment & Natural Resources Office)

**Note: STRICTLY NO COMPLETE REQUIREMENTS NO PERMIT.**

Assessment will still be processed and payments will be accepted however the permit will not be issued until fully complied within **THREE (3) MONTHS.**

For inquiries regarding Business Permit Application/Requirements, contact us at:

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