



BUSINESS PERMIT AND LICENSING DIVISION

For Inquiries email us: bplo@sansimonpampanga.gov.ph

NAME: _____

COMPANY: _____

ADDRESS: _____

ROUTING SLIP

STATUS		ACTIVITY	OFFICE/PERSON RESPONSIBLE	SPT		ACTUAL PROCESSING TIME			REMARKS
N	R			IN	OUT	DATE			
FILE		Checking of Documentary Requirements	BLPD Staff (WINDOW 1,2,3,4)	2 mins					
		Receiving and Evaluation of Application							
		Data Entry (if new)	BPLD Staff (WINDOW 1,2,3,4)	N 5 mins	R				
		Assessment of Fees & Taxes		10 mins					
		Approval							
	Printing of Computerized Assessment Slip								
PAYMENT		Payment of Fees & Charges	BPLD Staff (WINDOW 1,2,3,4)						
		Fire Safety Inspection Slip/Certificate (if complied all requirements)	BFP Clerk (WINDOW 5)	5 mins					
RELEASE		Printing & Releasing of Computer Generated Business Permit , Business Plate & Fill up Feedback Form	BPLD Staff (WINDOW 1,2,3,4)	3 mins					

With Inspection - Inspection will be conducted within 1 day.
SPT - Standard Processing Time

Total Processing Time :

New - 25 Minutes
Renewal - 20 Minutes

