



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL PLANNING &
DEVELOPMENT
COORDINATOR'S
OFFICE (MPDCO)**
ADMINISTRATIVE SERVICES





3. SECURING ZONING/LOCATIONAL CLEARANCE FOR BUSINESS PERMIT

A Zoning Certification/Locational Clearance is required prior to securing a New Business Permit in order to ensure compliance to the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the Municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2B			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business License Application/Assessment Form		BUSINESS PROCESS & LICENSING OFFICE (BPLO)		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Business License Application Form	Check the location of the business	Included in the assessment of Business Permit	10 minutes	Admin. Aide III
	Review attachments and verify documents		10 minutes	Admin. Aide III
	Sign Zoning/Locational Clearance slot on Business License Application Form		5 minutes	Zoning Officer/ Admin.
TOTAL:			25 minutes	