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| **Description of Service:** | ISSUANCE OF LOCATIONAL CLEARANCE FOR BUSINESS PERMIT  (NON-CONFORMING TO ZONING CLASSIFICATION OR OF SPECIAL SIGNIFICANCE) | |
| **Office** | Office of the City Planning and Development Coordinator | |
| **Classification** | Highly Technical Transaction | |
| **Type of Transaction** | G2C, G2B | |
| **Who may avail** | Business Owners | |
| **Documentary Requirements** | | **Where to Secure** |
| **IF NON-CONFORMING TO ZONING CLASSIFICATION** | |  |
| 1. Filled-out Locational Clearance For Business Permit Application Form (3 copies) | | Office of the City Planning and Development Coordinator |
| 2. Photocopy of Barangay Business Clearance (1 copy) | | Barangay jurisdiction where the business establishment is located |
| 3. Photocopy of Lease Contract from building/lot owner if the business owner/applicant involved does not own the building/lot (1 copy) | | Building/Lot Owner  Lessor |
| 4. Photocopy of Consent & Authority from building/lot owner if the business owner/applicant involved does not own the building/lot (1 copy) | | Building/Lot Owner  Lessor |
| 5. Photocopy of Duly notarized Memorandum of Agreement between the business owner/applicant and the building/lot owner (1 photocopy) | | Building/Lot Owner  Lessor |
| 6. Photocopy of Business Registration from Securities and Exchange Commission (SEC) Department of Trade and Industry (DTI) (1 copy) | | Securities and Exchange Commission (SEC)  Department of Trade and Industry (DTI) |
| 7. Certified True Copy of Lot Title (1 copy) | | Lot Owner |
| 8. Photocopy of Tax Declaration (1 copy) | | Lot Owner |
| 9. Photocopy of Real Property Tax Clearance for the current year (1 copy) | | Office of the City Treasurer |
| 10. Photocopy of Location sketch and picture of business location in two angles (1 copy) | | Business Owner/Applicant |
| 11. In case of representative, please submit the following:  - Special Power of Attorney (1 copy)  - Photocopy of Valid ID of Business Owner (1 copy)  - Photocopy of Valid ID of representative (1 copy) | | Representative of the Business Owner/Applicant |
| 12. Clearance from the following if applicable: (1 copy)  - Photocopy of Clearance from Department of Environment and Natural Resources (DENR)  - Photocopy of Clearance from Department of Energy (DOE) for identified businesses | | DENR  DOE |
| 13. If within the subdivision, Authority from President of Homeowners Association (1 copy)  If within or near residential areas outside a subdivision and business operations affecting nearby residents, Consent of residents within 100 meter radius | | Homeowner’s Association |
| 14. Occupancy Permit (1 copy) | | Building Owner |
| 15. Photocopy of Barangay Council Resolution (1 copy) | | Barangay jurisdiction where the business establishment is located |
| 16. Photocopy of Affidavit of No Objection within 100 meters radius (1 copy) | | Barangay Hall where the business establishment is located |

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| **Client Action** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person in Charge** |
| 1 Submit filled-out Locational Clearance for Business Permit Application Form (3 copies) with complete requirements. | 1.1 Receive the filled- Locational Clearance for Business Permit Application Form (3 copies) and check the completeness. |  | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 1.2 Review and evaluate documents. |  | 15 minutes | Zoning Staff (CPDC Office) |
| 2 Guide / Assist inspectors during site inspection. | 2.1 Conduct site inspection. |  | 2 hours | Zoning Inspector  (CPDC Office) |
|  | 2.2 Prepare and print evaluation report and Locational Clearance. |  | 20 minutes | Zoning Inspector (CPDC Office) |
| 3 Pay the inspection fee and zoning / locational clearance fee at the Office of the City Treasurer and submit the Official Receipt to CPDC Office. | 3.1 Issue Order of Payment. | PHP 500.00 per Business Entity | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 3.2 Receive and check the Official Receipt. |  | 15 minutes | Admin. Clerk (CPDC Office) |
| 4 Receive Locational Clearance for Business Permit. | Release Locational Clearance for Business Permit. |  | 15 minutes | Admin. Clerk  (CPDC Office) |
| **Total** | | **PHP 500.00 per Business Entity** | **3 hours & 55 minutes** |  |
| **END OF TRANSACTION** | | | | |