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| **Description of Service:** | ISSUANCE OF LOCATIONAL CLEARANCE FOR BUSINESS PERMIT  (CONFORMING TO ZONING CLASSIFICATION) | |
| **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** |
| 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. Certified True Copy 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  DOH |
| 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  Consent from nearby residents |
| 14. Occupancy Permit (1 copy) | | Building Owner |
| 15. Certification of Structural Stability for old building, if needed (1 copy) | |  |
| 16. For refilling stations:  - License to Operate  - NWRB Clearance, if water source is deep well  - Water utility bill, if water source is from water service providers | | DOH  NWRB  MCWD / ABEJO / HELPMATE / MAGWASCO, etc. |
| 17. Certificate of Attendance on Fire Safety Seminar | |  |

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| **Client Action** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person in Charge** |
| 1 Submit filled-out Zoning Certification Application Form (3 copies) with complete requirements. | * 1. Receive the filled-out Zoning Certification 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) |
|  | 2.3 Review and sign evaluation report and Locational Clearance. |  | 20 minutes | CPDC  (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 | 30 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** | **4 hours & 25 minutes** |  |
| **END OF TRANSACTION** | | | | |