

ZONING AND LAND DEVELOPMENT OFFICE

LOCATIONAL CLEARANCE FOR BUSINESS PERMIT: SIMPLE TRANSACTION

Office or Division:	Local Zoning Administration Office (LZAO)			
Classification:	Locational Clearance for Business Permit			
Type of Transaction:	Simple Transaction	New Business or Change Address Business: all applications that conforming to Ordinance No. 54 Series of 2002 or known as Comprehensive Zoning Ordinance		
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Locational Form duly notarized		Local Zoning Administration Office		
Barangay Clearance for New Construction / Renovation		Concerned Barangay (Barangay Hall)		
TCT, Tax Declaration, Tax Receipt (if the property is owned) or Contract of Lease and/or Building Admin Certificate (if leasing)		Provided by Applicant		
DTI or SEC		Provided by Applicant		
SPA for authorized personnel to process the permit		Provided by Applicant		
Occupancy (if required)		OBO		
CLIENT STEPS	OFFICE IN CHARGE	LZAO ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Secure application form to Business Permit Licensing Office	BPLO			Applicant
Receiving of application	LZAO	Received application from the applicant/One Stop Shop	2 minutes	Administrative Aide III / Administrative Assistant III / Zoning Inspector I / Zoning Inspector II
Check completeness and correctness of the submitted	LZAO	Check and verify	5 minutes	Administrative Assistant III / Zoning Inspector I / Zoning Inspector

requirements				II/ Zoning Officer I / Zoning Officer II
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If needed (need to check or verify on site): Site Inspection	LZAO	Conduct an ocular inspection to verify the application	Half Day (Depends on the availability of the service use for inspection)	Zoning Inspector I / Zoning Inspector II / Zoning Officer I / Zoning Officer II / Zoning Officer III / Zoning Officer IV / Zoning Administrator
Assessment and evaluation	LZAO	Evaluate the submitted application	15 minutes	Admin Asst. III / Zoning Officer I / Zoning Officer II / Zoning Officer III / Zoning Officer IV
Prepare Order of Payment	LZAO	Prepare computation for payment	3 minutes	Admin Asst. III / Zoning Officer I / Zoning Officer II / Zoning Officer III / Zoning Officer IV
Releasing	LZAO	Prepare Locational Clearance Certificate for Business	3 minutes	Admin Asst. III / Zoning Inspector I / Zoning Inspector II / Zoning Officer I / Zoning Officer II / Zoning Officer III
		Check Locational Clearance Certificate	2 minutes	Zoning Officer IV
		Signed by Zoning Administrator	1 minute	Zoning Administrator
		Log and Release of the Locational Clearance	5 – 10 minutes	Administrative Assistant III / Administrative Aide III
End Of Transaction				

FEES COMPUTATION FOR BUSINESS

LAND USE	FEE
Business	P 10.00 x area (Land Use) + 25% of Land Use (Processing Fee) + P100.00 (Locational Clearance) + P200.00 (Certificate Fee)
Petition / Request for Reclassification	P1,350.00

NOTE: According to Ordinance No. 3, Series of 2007: *“For residential zones/areas being granted special exemption or variance by the LZBAA, allowing it to be used for other purposes, the rate of land use fee shall be double the rates specified in the table.”*