

## ZONING AND LAND DEVELOPMENT OFFICE

### LOCATIONAL CLEARANCE FOR BUSINESS PERMIT: COMPLEX TRANSACTION

<b>Office or Division:</b>	Local Zoning Administration Office (LZAO)	
<b>Classification:</b>	Locational Clearance for Business Permit	
<b>Type of Transaction:</b>	Complex Transaction	New Business or change address business: all applications that is not conforming to the Ordinance No. 54 Series of 2002 or known as Comprehensive Zoning Ordinance
<b>Who may avail:</b>	Business Owners	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
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	

Additional Requirements (if the application is non-conforming to the site/location): Non-objection from adjacent and adjoining properties of the site/business location Letter of Request for Exemption Posting a Notice to the Public to notify the neighbor LZBAA Resolution Certification of duly posted Notice to the Public Notice of Hearing				
Photos of Posting Notice to the Public				
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 requirements	LZAO	Check and verify	5 minutes	Administrative Assistant III / Zoning Inspector I / Zoning Inspector II / Zoning Officer I / Zoning Officer II
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
Return to the applicant	LZAO	Return the application to the applicant, issue a notice of disapproval, and provide additional requirements	10 minutes	Admin Asst. III / Zoning Inspector I/ Zoning Inspector II/ Zoning Officer I / Zoning Officer II
Endorse to Local Zoning Board of Adjustment & Appeal (LZBAA) for exception	LZAO	Endorse to LZBAA after receiving of the additional requirements from	30 days	Zoning Officer IV / Zoning Administrator
		the applicant and wait for the approval of the Board.		
Prepare Order of Payment	LZAO	Prepare computation for payment after the approval of LZBAA	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.”*