



City Planning and Development Coordinator's Office



Issuance of Location Clearance (Zoning Certificate)

Office or Division:	CPDCO			
Classification:	Simple			
Type of Transaction:	G2C and G2BS			
Who may Avail:	Any person, firm or corporation, including any agency or instrumentality of the government desiring for a Zoning Classification of their property/lot within the jurisdiction of the city.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
TCT No. / Survey No. / Lot. No.			Register of Deeds	
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client submits TCT No. / Survey No. / Lot No. of the desired lot to be issued zoning certificate	Checks Zoning Classification of Lot. After checking, to client will be given order of payment form to be paid at CTO.	₱500.00 per lot	10 minutes	CPDCO
2.Submit OR	Release of Zoning Certificate to Client	None	10 minutes	CPDCO
	TOTAL:	None	20 minutes	
End of transaction				



Issuance of Locational Clearance (Business Permit)

Office or Division:	CPDCO			
Classification:	Simple			
Type of Transaction:	G2C and G2B			
Who may Avail:	Any person, firm or corporation, including any agency or instrumentality of the government desiring to erect, construct, any business establishments within the jurisdiction of the city.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Application Form		BPLO		
Barangay Clearance		Barangay		
Contract of Lease/CCT/TCT/OCT/DENR Cert./TAX		Registry of Deeds		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client Submit Business Application Form	Checks Business Application as to its Zoning Classification and Parking Requirements (ORDINANCE NO. 20-01). If the business is approved the applicant will be given a locational clearance form to be notarized and order of payment to be paid at the CTO.	₱1,000.00	10 minutes	CPDCO
2.Submit filled up and notarized application form for locational clearance with OR	Release of Locational Clearance to client	None	10 minutes	CPDCO
TOTAL:		₱1,000.00	20 minutes	
End of transaction				



Issuance of Locational Clearance (BUILDING PERMIT)

Office or Division:	CPDCO			
Classification:	Simple			
Type of Transaction:	G2C and G2B			
Who may Avail:	Any person, firm or corporation, including any agency or instrumentality of the government desiring to erect, construct, repair and convert any building or structure within the jurisdiction of the city.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
6 sets of Architectural Plans (Signed & Sealed)		Courtesy of the applicant		
Lot Plan/Sketch Plan		Courtesy of the applicant		
Barangay Clearance		Barangay		
TCT/Survey No./Lot No.		Registry of Deeds		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client passes all plans forms 7 attachments for the building permit	Checks Building Permit Application as to its Zoning Classification and Parking Requirements (ORDINANCE NO. 20-01). If the building requirement is complete, the applicant will be given a locational clearance form to be notarized and order of payment to be paid at the CTO.	Fees vary depending on the classification whether residential, commercial or special uses/utilities	1 hour	CPDCO
2.Submit filled up and notarized application form for locational	Release of Locational Clearance to client	None	10 minutes	CPDCO
	TOTAL	Varies	1 hour & 10 minutes	
End of transaction				