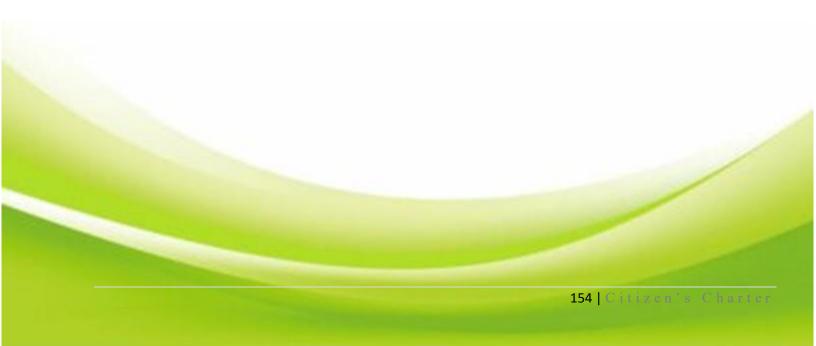


City Planning and Development Coordinator's Office





Issuance of Location Clearance (Zoning Certificate)

Office or Division: Classification:	Simple	CPDCO					
Type of Transaction:	G2C and G2BS						
Who may Avail:							
vviio illay Avali.		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				JRE			
TCT No. / Survey No. / Lot. No. Re			Register of Deeds				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE		
1.Client submits TCT	Checks Zoning	₱500.00 per lot		10 minutes	CPDCO		
No. / Survey No. / Lot	Classification of Lot. After						
No. of the desired lot	checking, to client will be						
to be issued zoning	given order of payment						
certificate	form to be paid at CTO.						
2.Submit OR	Release of Zoning	None		10 minutes	CPDCO		
	Certificate to Client						
	TOTAL:	None 20 minutes					
End of transaction							





Issuance of Locational Clearance (Business Permit)

Office or Division:	CPDCO							
Classification:	Simple	Simple						
Type of Transaction:	G2C and G2B	G2C and G2B						
Who may Avail:	Any person, firm or corporation	Any person, firm or corporation, including any agency or instrumentality of						
	the government desiring to er	the government desiring to erect, construct, any business establishments						
	within the jurisdiction of the c	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	CPDCO					
Classification:	Simple						
Type of Transaction:	G2C and G2B	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					
	5	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 Cou			Courtesy of the applicant				
			rangay				
TCT/Survey No./Lot No	•	Regis	stry of Deeds				
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE	PROCESSING	PERSON		
			PAID Fees vary	TIME	RESPONSIBLE		
1.Client passes all	-	Checks Building Permit					
plans forms 7		Application as to its Zoning					
attachments for the	Classification and Parking		on the				
building permit	Requirements (ORDINAN		classification				
	NO. 20-01). If the buildin	•	whether				
	requirement is complete	, the	residential,	1 hour	CPDCO		
	applicant will be given a		commercial				
	locational clearance form		or special				
	be notarized and order of		uses/utilities				
	payment to be paid at th	е					
	CTO.						
2.Submit filled up	Release of Locational						
and notarized	Clearance to client		None	10 minutes	CPDCO		
application form for							
locational							
TOTAL Varies 1 hour & 10 minutes							
End of transaction							