



Securing Zoning Clearance for Business Permit

ABOUT THE SERVICE

Enterprises are required to secure a Zoning Clearance upon application for Business Permit to ensure that the enterprise is allowed in the chosen location as per the City Land Use Plan (CLUP) and other relevant zoning and land use ordinances.

Department / Office:		CITY PLANNING AND DEVELOPMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2B - Government to Businesses		
Who may avail		Businessmen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Business License Application/Assessment Form 		<ul style="list-style-type: none"> City Treasurer's Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the CPDO Go to a frontline staff and present your Business License Application Form.		P 100.00	1 minute	WILFREDO B. PRILLES, JR. CGDH I City Planning and Development Coordinator JOB B. OLIVA Statistician II ROSEMARIE I. CIUDADANO Planning Officer II NESSY P. SALES Project Development Officer I
	2. Review of Documents Zoning official checks the location of the business against the land use plan		1 minute	WILFREDO B. PRILLES, JR. CGDH I City Planning and Development Coordinator JOB B. OLIVA Statistician II
	3. Site Inspection (optional) If site inspection is required, frontline officer refers the same to the Zoning Administrator, zoning		1 hour 3 minutes	ROSEMARIE I. CIUDADANO Planning Officer II



	official or their authorized representative. Site inspection is usually required for new enterprises.			NESSY P. SALES Project Development Officer I
	4. Processing of Documents Frontline personnel processes and records transaction.			
	5. Approval The Zoning Administrator approves the clearance; and signs the Business License Application Form. The Approval is encoded into the unified business tracking database.		3 minutes	WILFREDO B. PRILLES, JR. CGDH I City Planning and Development Coordinator
TOTAL		P 100.00	1 hour and 8 mins.	

CITY PLANNING AND DEVELOPMENT OFFICE

Room 208, 2/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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