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**		
● Business License Application/Assessment Form		● Business Licensing Division - 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 TRISHA MARIE O. ALBEUS Office Staff ROSEMARIE I. CIUDADANO Planning Officer II JAMES NATHANIEL REFUGIO Instructor I NESSY P. SALES Project Statistician II
	2. Review of Documents. Zoning official checks the location of the business against the land use plan		1 minute	
	3. Site Inspection (optional). If site inspection is required, frontline officer refers the same to the Zoning Administrator, zoning official or their authorized representative. Site inspection is usually required for new enterprises.		1 hour 3 minutes	
	4. Processing of Documents. Frontline personnel processes and records transaction.			
	5. Approval. The Zoning Administrator approves the		3 minutes	WILFREDO B. PRILLES, JR. CGDH I City Planning and

	clearance; and signs the Business License Application Form. The Approval is encoded into the unified business tracking database.			Development Coordinator ROSEMARIE I. CIUDADANO Planning Officer II NESSY P. SALES Project Statistician II
	TOTAL	P 100.00	1 hour and 8 minutes	

CITY PLANNING AND DEVELOPMENT OFFICE
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