

5. Submit the business permit application form	3.1 Receive online business permit application system	Zoning Fee (integrated in the tax bill) ₱345.00 -Sari-Sari Store	1 minute	ZAU Evaluator
	3.1.1 Encode business information to ZAU system to create ZAU record and generate a ZAU transaction number	₱545.00- all other businesses	5 minutes	
	3.1.2 Evaluate the permissibility of the business activity and location based on the QC Zoning Ordinance		1 minute	
	3.1.3 Go back to the QC e-Services system, copy the evaluation, validity period and submit it back to BPLD		1 minute	
6. Receive the printed copy of LC thru the Document Delivery System of BPLD				BPLD

6. LOCALITIONAL CLEARANCE FOR BUSINESS PERMIT: RENEWAL AND COMPLIANCE @ QC eServices

Locational Clearance is issued to business owners that serve as a pre-requisite document in the issuance of a Business Permit to guarantee that the business complies with the Zoning Ordinance.

Office or Division:	Zoning Administration Unit (ZAU)
Classification:	Simple
Type of Transaction:	G2B
Who may avail:	Business Owners
CHECKLIST OF REQUIREMENTS	
QC eServices website Registration	https://qceservices.quezoncity.gov.ph/
Attachment of Supplemental Documents (whichever is applicable)	
• Previous Locational Clearance	ZAU
• Certificate of No Objection from HOA or Neighbors Consent	HOA
• Barangay Council Resolution	Concerned Barangay
• Building Permit or Certificate of Occupancy/Locational Clearance	DBO/ZAU

(Building)/SUP/COE/SP(City Council Resolution)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register and log in to the QC eServices website and create an account				BPLD Technical Staff
2. Fill out the Unified Online Business Permit Application (UOBPA) and attached/upload documentary requirements				BPLD Clerks /Evaluators
3. Submit the business permit application form	3.1 Receives the online business permit application system	Zoning Fee (integrated with the tax bill) ₱345.00 -Sari-Sari Store ₱545.00- all other businesses	1 minute	ZAU Evaluators
	3.2 check if the business has an existing record in the ZAU system; if none business will be treated as new application		5 minutes	
	3.3 If the application has an existing record, verify business info in the application form to determine the accuracy with the LC		1 minute	
	3.4 Go back to the system; copy the evaluation, validity period, and submit it back to BPLD		1 minute	
4. Receive the printed copy of LC thru the Document Delivery System of BPLD				BPLD