

7. LOCATIONAL CLEARANCE FOR BUSINESS PERMIT: WALK-IN RENEWAL AND COMPLIANCE

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		WHERE TO SECURE		
Photocopy Business Permit		ZAU		
Photocopy of previous Locational Clearance		ZAU		
Supplemental Documents (whichever is applicable)				
<ul style="list-style-type: none"> • Certificate of No Objection from HOA or Neighbors Consent 		HOA		
<ul style="list-style-type: none"> • Barangay Council Resolution 		Concerned Barangay		
<ul style="list-style-type: none"> • Building Permit or Certificate of Occupancy 		DBO/ZAU		
<ul style="list-style-type: none"> • If among listed that requires the ff: <ul style="list-style-type: none"> ▪ Special Use Permit (SUP) ▪ Special Permit (SP) ▪ Certificate of Exception (CEO) ▪ Market Franchise 		City Council thru a Resolution		
If Representative, photocopy and to present the original of the ff:				
<ul style="list-style-type: none"> • Duly notarized Authorization Letter/Special Power of Attorney 		Business owner		
<ul style="list-style-type: none"> • Representative's Government issued Identification Card 		BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit printed Unified Online Business Permit Application (UOBPA) or fill out Unified Online Business Permit Application (UOBPA) with the required documents for initial assessment and verification	1.1. Receives, check documents, and verify records the application	None	5 minutes	Receiving Clerk
	1.1.1. Issue claim stub			
	1.2. Check ZAU record and validate previous evaluation and amend the LC		5 minutes	
	1.2.1. Prints/affix initials in the LC with OIC, ZAU eSign			
	1.3. Review the printed LC before releasing		10 minutes	Asst, CPDO (OCM Memo dated Dec. 5, 2019)
1. Receive the LC	3.1 issue the LC to the Client		5 minutes	Releasing Clerk