

6. Final Payment (50%)	Same process in the initial payment (50%)		10 days*	c/o City Accounting Dept., City Treasurer's Office, Office of the Mayor
	Issuance and release of check payment		1 day	c/o Cash Division, City Treasurer's Office
Total			22 days and 1 hr and 20 mins.*	

*Note: \* time may differ depending on the complexity of the request/proposal*

### 5. LOCATIONAL CLEARANCE FOR BUSINESS PERMIT: NEW @ 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 thebusiness is in compliance with the Zoning Ordinance.

<b>Office or Division:</b>	Zoning Administration Unit (ZAU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B			
<b>Who may avail:</b>	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
QC eServices website registration		<a href="https://qceservices.quezoncity.gov.ph/">https://qceservices.quezoncity.gov.ph/</a>		
Attachment of Supplemental Documents (whichever is applicable)				
<ul style="list-style-type: none"> <li>Certificate of No Objection from HOA or Neighbors' Consent</li> </ul>		HOA		
<ul style="list-style-type: none"> <li>Barangay Council Resolution</li> </ul>		Concerned Barangay		
<ul style="list-style-type: none"> <li>Building Permit or Certificate of Occupancy/Locational Clearance (Building)/SUP/COE/SP(City Council Resolution)</li> </ul>		DBO/ZAU		
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 attach/upload documentary requirements				BPLD Clerks/ Evaluators

3. Submit the business permit application form online.	<b>3.1.</b> Receive online the accomplished business permit application form.		<b>5 minutes</b>	Evaluators
	3.1.1 Encode the business information to the ZAU system to create a ZAU record and generate a ZAU transaction number.	<u><i>Zoning Fee (integrated into the tax bill):</i></u> <b>₱ 345.00 - Sari-Sari Store</b>  <b>₱ 545.00- all other businesses</b>	<b>5 minutes</b>	
	3.1.2 Evaluate the permissibility of the business activity and location based on the QC Zoning Ordinance.		<b>5 minutes</b>	
	3.1.3 Go back to the QC e-Services system, (ZAU interface) copy the evaluation result, and validity period and submit it back to BPLD.		<b>5 minutes</b>	
	<b>3.1.4.</b> Printing of LC; - BPLD flags for printing; - Actual printing		<b>5 minutes</b>	
	<b>3.1.5.</b> Transmit LC to BPLD		<b>5 minutes</b>	
4. Receive the printed copy of LC thru the Document Delivery System of BPLD				BPLD