

Total:	30 inutes
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6. LOCATIONAL CLEARANCE FOR BUSINESS PERMIT: RENEWAL @ 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		WHERE TO SECURE		
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 (Building)/SUP/COE/SP (City Council Resolution)		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	3.1. Receive online the accomplished business permit application form.	<u>Zoning Fee</u> (integrated with the tax bill) ₱ 345.00: Sari-Sari Store;	5 minutes	Evaluators
	3.2. Check if the business has an existing record		5 minutes	

	<p>in the ZAU system; if none business will be treated as a new application.</p> <p>3.3. If the application has an existing record, validate the business information in the application form and compared it to the encoded information in the LC.</p> <p>3.4. Go back to the system (ZAU interface) copy the evaluation result, and validity period, and submit it back to BPLD.</p> <p>3.5. Printing of LC; - BPLD flags for printing; - Actual printing</p> <p>3.6. Transmit LC to BPLD</p>	<p><i>₱ 545.00:all other businesses</i></p>	<p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	
4. Receive the printed copy of LC thru the Document Delivery System of BPLD				BPLD
Total:			30 minutes	