

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

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 the Business activity is among the listed uses that require 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 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 a 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. Receive, check the completeness of the documents, and verify the records of the application | None | 5 minutes | Receiving Staff |
| | 1.1.1. Issue claim stub | | 2 minutes | Receiving Staff |
| | 1.2. Check the ZAU record and validate the previous evaluation, amend the LC (if permitted) or prescriptive notation in the LC (if conditional) and Notice of Action (NOA); for disapproved application, prepare a letter to the owner. | | 10 minutes | Evaluators |

| | | | | |
|-------------------|--|--|-------------------|-----------------|
| | 1.2.1. Print and affix initials in the LC with OIC, ZAU eSign and NOA (no eSign) | | 5 minutes | Evaluators |
| | 1.3. Review the printed LC and affix initials before releasing | | 5 minutes | PDO V |
| | 1.4. Review/sign the printed NOA and letter to the owner | | 5 minutes | OIC-ZAU |
| 1. Receive the LC | 3.1 issue the LC/NOA to the Client | | 3 minutes | Releasing Staff |
| | <i>Total</i> | | <i>35 minutes</i> | |

8. REQUEST FOR MOTION FOR RECONSIDERATION.

This request is made when an applicant, is not satisfied by the decision of the Zoning Official concerning the interpretation, administration or enforcement of the zoning ordinance.

| Office or Division: | Zoning Administration Unit (ZAU) | | | |
|---|----------------------------------|---|-----------------|--------------------|
| Classification: | Complex | | | |
| Type of Transaction: | G2B | | | |
| Who may avail: | Business Owners | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| A written request for reconsideration | | | | |
| Accomplished Application Form and the issued Simplified Business Form indicating denial of the application | | | | |
| Previous Locational Clearance/Bldg. Permit, SUP, COE (if any) | | DBO/ZAU | | |
| Affidavit of Undertaking (if applicable) | | | | |
| Pictures of the structure (front view and inside view showing business area) | | | | |
| Official Receipt as proof of payment of Motion or Letter of Reconsideration | | | | |
| If Representative, photocopy and 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 |