

2. Pay at CTO and submit the photocopy of Official Receipt	2.1 Check the Official Receipt		3 minutes	PDO IV
3. Receives Development Permit	3.1 Release the Development Permit and Approved Subd. Plan		5 minutes	Releasing Clerk
Total			8 days & 8 mins (simple) 12 days & 8 mins (technical)* 25 days & 8 mins (complex)*	

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

5. LOCATIONAL CLEARANCE FOR BUSINESS PERMIT: NEW @ QCeServices

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 is in compliance 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		
<ul style="list-style-type: none"> QC eServices website registration (Attachment of Supplemental Documents (whichever is applicable) Certificate of No Objection from HOA or Neighbors' Consent Barangay Council Resolution Building Permit or Certificate of Occupancy/Locational Clearance (Building)/SUP/COE/SP(City Council Resolution) 		https://qceservices.quezoncity.gov.ph/ HOA Concerned Barangay 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	3.1. Receive online the accomplished business permit application form		5 minutes	Evaluators
	3.1.1 Encode the business information to the ZAU system to create a ZAU record and generate a ZAU transaction number	<i>Zoning Fee (integrated into the tax bill):</i> ₱ 345.00 - Sari-Sari Store ₱ 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		5 minutes	
	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		5 minutes	
	3.1.4. Printing of LC; - BPLD flags for printing; - Actual Printing		5 minutes	
	3.1.5. Transmit LC to BPLD		5 minutes	
4. Receive the printed copy of LC thru the Document Delivery System of BPLD				BPLD
Total			30 minutes	