

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
2. LOCATIONAL CLEARANCE	1. Secure Application Form with List of Requirement from CPDO. (Applicant) 2. Submit duly accomplished Application Form with documentary requirements. (Applicant) 3. Verify submitted documents and Issue Order of payment.(CPDO) 4. Received duly accomplished Application Form with attached documents and Official Receipt. (CPDO) 5. Prepare/encode Locational Clearance/ Zoning Certification for signature of the CPDC. (CPDO) 6. Released approved clearance to client. (CPDO)	2 mins 5 mins 5 mins 5 mins 5 mins 5 mins	Ma. Cristina M. Kalingag Liza L. Dialca	(Locational Clearance)/ 1-copy per document (Basic Requirements): 1. Duly accomplished and notarized Application Form. 2. Certified true copy of Certificate of Title (Blue copy from register of Deeds) 3. Certified true copy of Tax DecelARATION from the City Assessor's Office 4. Tax Clearance (current year) from the City Treasurer's Office 5. Barangay Clearance giving consent to the construction of the building 6. Project Cost (including Bill of Materials and Machineries/ Capitalization) 7. Sketch of Subdivision Plan (whichever is applicable) 8. 1st page of Plan (Site Development and Vicinity Map) 9. Long file folder with fastener 10. Long brown envelope Additional Requirements (as may be applicable) 11. Plumbing and drainage plan for two (2) or multi-storey building 12. Certificate of Non-Coverage (CNC) from EMB-DENR for commercial buildings and residential buildings with 2-storey with roof deck or multi-storey building 13. Environmental Compliance Certificate (ECC) for projects such as gasoline stations, warehouses, hotels, etc.	Please refer to the scheduled fees and charges

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				<p>14. In case the property is not registered in the name of the applicant, submit duly notarized Deed of Sale or Deed of Donation of Construct of Lease or Authorization allowing the use of the property whichever is applicable.</p> <p>15. Special Power of Attorney (SPA) for non-owner or representative</p> <p>16. Other requirement deemed necessary for the approval of the application.</p> <p>(Zoning Certification) / 1- copy per document:</p> <ol style="list-style-type: none"> 1. Duly accomplished and notarized Application Form. 2. Vicinity Map indicating clearly and specifically the exact location of the proposed site and the existing land uses and/or landmarks with a radius of at least 500 meters and duly signed by a Geodetic/ Civil Engineer or Architect 3. Lot/Sketch Plan duly signed by a Geodetic Engineer 4. Photocopy of Title or any proof of ownership, or rig hover the property and or latest Tax Declaration 5. Fencing Plan (for Fencing Permit) 6. Photocopy of Deed of Sale or any applicable instrument for transfer (ROD) 7. Long file folder with fastener 8. Long brown envelope 	<p>P 250.00/ ha. Or a fraction thereof in excess of 1 ha. + document ary stamp</p>
<p>3. ZONING CERTIFICATION FOR BUSINESS INDORSEMENT</p>	<ol style="list-style-type: none"> 1. Submit photocopy of documentary requirements. (Applicant) 2. Prepare/Encode Zoning Certification for signature of the CPDC. (CPDO) 	<p>10 mins</p>	<p>Flordeliza N. Uy Liza L. Dialca</p>	<p>Zoning Certification (Business Indorsement) photocopy/1-copy each:</p> <ol style="list-style-type: none"> 1. Duly accomplished Business Permit Application w/Sketch of business location. 	<p>P 250.00+ Document ary Stamp</p>

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	3. Released approved certificate to the client. (CPDO)	5 mins		2. Barangay Clearance 3. Official Receipt 4. One (1) Documentary Stamp 5. DTI (for Single Proprietor) 6. SEC (for Corp. or Inc.) 1st page only 7. CEDULA (Residence Cert.) 8. Lease Contract (if place or business is rented) 9. Brgy. Resolution interposing no objection to the business activity 'internet café'	
4. MAPS	1. Accomplish Form for request of maps. (Applicant) 2. Verify as to availability of requested map. (CPDO) 3. Issue Order of Payment. (CPDO) 4. Print requested map. (CPDO) 5. Release requested map to the client. (CPDO)	5 mins 5 mins 5 mins 10 mins 5 mins	Gilson P. Murillo Gilson P. Murillo Napoleon A. Kalingag		P 350.00/ copy

Approved by:

Janis Claire S. Canta
EnP. JANIS CLAIRE S. CANTA

OIC- City Planning & Development Coordinator

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