

OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

Securing Zoning Certificate for Business Permit

- **ABOUT THE SERVICE**

Business establishments/enterprises are required to secure Zoning Clearance upon application for Business Permit to ensure that the business establishment/enterprise is allowed in the chosen location approved Land Use Plan and other relevant zoning ordinances in the municipality.

- **REQUIREMENT(s)**

Business License Application

- **HOW TO AVAIL OF THE SERVICE**

STEPS	TIME AROUND	IN-CHARGE/CONTACT PERSON
1. Applicant presents filled up Business License Application Form	1 minute	
2. Assess/verify the location of business	5 minutes	Mary Janet P. Balaba MPDC/Designated Zoning Adm.
3. Site Inspection (optional)	As needed	Mary Janet P. Balaba MPDC/Designated Zoning Adm.
4. Paid the corresponding fee to the Office of The Municipal Treasure	3 minutes	Revenue Collection Clerk Municipal Treasurer's Office
5. Issuance of the Zoning certification upon presentation of official receipt by the applicant as proof of payment	5 minutes	Mary Janet P. Balaba MPDC/Designated Zoning Adm.

Securing Locational Clearance

- **ABOUT THE SERVICE**

All enterprises and private persons, individual, group or corporation intend to construct, repair or renovate, building/structure for expansion either residential, commercial, institutional, industrial and agro-industrial and/or land development for subdivision, cemetery/memorial project should apply locational clearance before the project/activity start.

This should be done before the construction/ land development.

- **REQUIREMENT(s)**

- Duly accomplished and notarized application form for zoning clearance – 2 copies
- Structural design/plan duly signed by a licensed architect/engineer – 2 copies
- Site development plan – 2 copies
- Vicinity map – 2 copies
- Estimated bill of materials – 2 copies
- Transfer Certificate of Title (TCT)/proof of ownership
- Real Property Tax Declaration (certified true copy) – 2 copies
- Real Property Tax Clearance – 2 copies
- Environmental Certificate of Compliance (ECC) or Certificate of None-Coverage (CNC) Issued by the Department of Environment and Natural Resources Office (if applicable) – 2 copies
- Lease Contract/Agreement of Consent from Lot owner (If the applicant is not the owner of the lot to be occupied – 2 copies
- Land conversion and/or reclassification (if applicable)

- **TAXES AND FEES**

TYPES OF STRUCTURE/PROJECT COST	CORRESPONDING FEE
ZONING/LOCATIONAL CLEARANCE	
A. Single residential attached/detached	
1. P100,000 and below	P288.00
2. Over 100,000 to 200,000	P576.00
3. Over 200,000	P720+(1/10 in excess of P200,00
 B. Apartment/townhouses	
1. P500,000	P1,440.00
2. Over P500,000 to 2 Million	P2,160.00
3. Over 2 Million P2.M regardless of number of floors)	P3,600.00+(1/10 of 1% of cost in excess of
 C. Dormitories	
1. P2 Million below	P3,600.00
2. Over P2 Million	P3,600.00+91/10 of cost in excess of P2M

D. Institutional Project Cost of which is:	
1. P2 Million below	P2,880.00
2. Over P2 Million	P2,880.00+(1/10 of 1% of cost in excess of P2M)
E. Commercial, Industrial, Agro-cultural Project cost of which is:	
1. Below P100,00	P1,440.00
2. Over P100,000-P500,000	P2,160.00
3. Over P500,000	P2,880.00
4. Over P1 Million-P2 Million	P4,320.00
5. Over P2 Million	P7,200.00+(1/10 of 1% of cost in excess of P2.M)
F. Special Uses/Special Projects (Gasoline station, Cell sites, Slaughter House, Treatment Plants, etc.)	
1. P2 Million	P7,200.00+(1/10 of 1% of cost in excess of P2M)
2. Over P2 Million	P7,200.00+(1/10 of 1% of cost in excess of P2M)
G. Alteration/Expansion (affected areas/Cost only)	Same as original application

SUBDIVISION PROJECTS (UNDER P.D..957)

Approval of subdivision plans

1. Preliminary Approval and Locational Clearance (PALC)/Preliminary Subdivision Development Plan (PSDP)	
• Processing Fee	P360/ha. or a faction thereof
• Inspection Fee	P1,500.00/ha. regardless of density
2. Final approval and development permit	
• Processing Fee	P2,880.00 ha. regardless of density
• Additional fee on floor Area on Housing component	P3.00/sq.m.
• Inspection fee	P1,500.00ha. regardless of density
3. Alteration Plan (affected areas only)	same as final approval and development permit

SUBDIVISION PROJECTS (UNDER B.P.220)

Approval of Subdivision and Locational

1. Preliminary Approval and Locational Clearance (PALC)	
• Processing Fee	
a. Socialized Housing	P90/ha.
b. Economic Housing	P216/ha.
• Inspection Fee	
a. Socialized Housing	P1,500.00/ha
b. Economic Housing	P1,500.00/ha

- Inspection Fee
 - a. Memorial Parks P1,500.00/ha
 - b. Cemeteries P1,500.00/ha
 - c. Columbarium P1,500.00/ha
 - 2. Final Approval and development Permit
 - a. Memorial Parks P3.00/sq.m.
 - b. Cemeteries P1.50/sq.m.
 - c. Columbarium P7.20/sq.m.
 - Inspection Fees
 - a. Memorial Parks P1,500.00/ha.
 - b. Cemeteries P1,500.00/ha
 - c. Columbarium P1,500.00/ha
- (projects already inspected for PALC application may not be charged inspection fee)
- 3. Alternation Plan (affected areas only) same as final approval/Development Permit

• **HOW TO AVAIL THE SERVICE**

STEPS	TIME REQUIRED	IN-CHARGE/CONTACT PERSON
1. Application secures Application Form	2 minutes	Mary Janet P. Balaba MPDC/Designated Zoning Adm.
2. Applicant submits the duly filled-up and notarized application together with the required documents	2 minutes	Mary Janet P. Balaba MPDC/Designated Zoning Adm
3. Assessment/Evaluation/Processing of the application as to completeness of documents /Requirements	10 minutes	Mary Janet P. Balaba MPDC/Designated Zoning Adm
4. Site inspection (as needed)	(as needed)	Mary Janet P. Balaba MPDC/Designated Zoning Adm
5. Applicant proceeds to MTO payment of the corresponding fee		
6. Applicant presents the official Receipt to the office of MPDC as proof of payment	1 minute	Mary Janet P. Balaba MPDC/Designated Zoning Adm
7. Preparation and Issuance of Locational Clearance to the applicant.	2 minutes	Mary Janet P. Balaba MPDC/Designated Zoning Adm