

# LAND USE AND ZONING DIVISION

## Securing Zoning Clearance for Business Permit

### ABOUT THE SERVICE

Businesses are required to secure a Zoning Clearance upon application for Business Permit to Ensure that their businesses is allowed in their chosen Location as per City Land Use Plan (CLUP) and other Relevant Zoning and Land Use Ordinances.

### REQUIREMENT(S)

- Application for Business Permit/Assessment Form.

### HOW TO AVAIL OF THE SERVICE

<b>STEPS</b>	<b>Time Frame</b>	<b>Person(s) In-charge</b>
<b>1.</b> Approach the frontline staff and present your Business Permit Application Form.	2 Minutes	<b>JOEMARIE D. LOPEZ</b> (Zoning Inspector 1)
<b>2.</b> Zoning personnel checks the location of the business against the land use plan.	3 Minutes	<b>JOEMARIE D. LOPEZ</b> (Zoning Inspector 1)
<b>3.</b> Site inspection (optional) is usually required for new business applicants.	1 Day	<b>JOEMARIE D. LOPEZ</b> (Zoning Inspector 1) <b>BONIFACIO T. APLAON</b> (Zoning Officer II)
<b>4.</b> Zoning personnel processes, records and signs the Business Permit Application Form.	2 Minutes	<b>JOEMARIE D. LOPEZ</b> (Zoning Inspector 1) <b>BONIFACIO T. APLAON</b> (Zoning Officer II)
<b>5.</b> G.I.S. personnel assigns PIN Number as to the location of the business. .	2 Minutes	<b>G.I.S. PERSONNEL</b>

## **Securing Zoning Locational Clearance for Building Permit**

### **ABOUT THE SERVICE**

All enterprises and private persons constructing a new building or applying for renovation/expansion are required to secure a Zoning Locational clearance upon application for building permit.

This should be done before the construction starts to ensure that The building is allowed in the chosen location as per the Bacolod City Comprehensive Land Use Plan (CLUP).

### **REQUIREMENT(S)**

- Application for Zoning Locational Clearance Form duly notarized (2-Copies)
- 5-sets of building plans signed and sealed by a licensed Civil Engineer or Architect.
- Lot Plan (1-Copy)
- Bill of Materials (1-Copy)
- Specifications (1-Copy)
- Transfer Certificate of Title or Deed of Sale (1-Copy)
- Real Property Tax Declaration (1-Copy)
- Latest Land Tax Receipt (1-Copy)
- If lot is not owned:
  - Contract of Lease (1-Copy)
  - Authority to Construct (1-Copy)
- A.T.O., D.O.H. clearance, Barangay endorsement with neighbors' consent and/or conformity (for Cell sites Only).

**FEE(S)**

<b>TYPE OF STRUCTURE / PROJECT COST</b>	<b>ZONING FEE</b>
A. Residential, single attached	
* P 100,000.00 and below	P 100.00
* Over P 100,000.00	P 100.00+1/10 of 1% in excess of P 100,000.00
B. Apartment	
* P 500,000.00 and below	P 500.00
* Over P 500,000.00	P 500.00+1/10 of 1% in excess of P 100,000.00 Regardless of the number of doors.
C. Dormitory	
* P 500,000.00 and below	P 500.00
* Over P 500,000.00	P 500.00+1/10 of 1% in excess of P 100,000.00 Regardless of the number of rooms.
D. Institutional	
* P 100,000.00 and below	P 500.00
* Over P 100,000.00	P 500.00+1/10 of 1% in excess of P 100,000.00 Regardless of the number of rooms.
E. Commercial and Industrial	
* P 100,000.00 and below	P 1,000.00
* Over P 100,000.00	P 1,000.00+1/10 of 1% in excess of P 100,000.00
F. Special Use / Special Projects	
* P 100,000.00 and below	P 1,000.00
* Over P 100,000.00	P 1,000.00+1/10 of 1% in excess of P 100,000.00
G. Alteration/Expansion (affected areas/cost of expansion only)	Same as original application

## **HOW TO AVAIL OF THE SERVICE**

<b>STEPS</b>	<b>Time Frame</b>	<b>Person(s) In-charge</b>
<b>1.</b> Present necessary requirements to the CPDO, Land Use and Zoning Division personnel for evaluation and assessment.	3 Minutes	<b>JOEMARIE D. LOPEZ</b> Zoning Inspector 1
<b>2.</b> The officer-in-charge reviews and verifies your submitted requirements.	3 Minutes	<b>JOEMARIE D. LOPEZ</b> Zoning Inspector 1
<b>3.</b> Site inspection (optional) is usually required if the lot will be used for other purposes.	1 Day	<b>JOEMARIE D. LOPEZ</b> Zoning Inspector 1
<b>4.</b> Zoning personnel will issue an order of payment slip that will be presented to the City Treasurer's Office for payment.	2 Minutes	<b>JOEMARIE D. LOPEZ</b> Zoning Inspector 1 <b>BONIFACIO T. APLAON</b> Zoning Officer II
<b>5.</b> Proceed to the City Treasurer's Office and present the order of payment slip. Pay the requisite fees and secure an Official Receipt.		<b>CITY TREASURER'S OFFICE</b>
<b>6.</b> Zoning personnel will process and prepare the Locational Clearance.	3 Minutes	<b>JOEMARIE D. LOPEZ</b> (Zoning Inspector 1)
<b>7.</b> Officer-in-charge secures the signature of the Zoning Officer and the City Planning and Development Coordinator.	3 minutes	<b>BONIFACIO T. APLAON</b> Zoning Officer II  <b>ALEX V. NAVARRA</b> Zoning Officer IV  <b>ARCH. LEMUEL D. REYNALDO</b> (City Planning and Development Coordinator)
<b>8.</b> Officer-in-charge records the zoning locational clearance on the log book and releases it to the applicant.	2 Minutes	<b>JOEMARIE D. LOPEZ</b> (Zoning Inspector 1)

## Securing Zoning Lot Certification

### ABOUT THE SERVICE

The Zoning Lot Certification is requested for record and reference purposes.

### REQUIREMENT(S)

- Letter request addressed to the City Planning and Development Coordinator.
- Lot Plan with Vicinity Map drawn to scale signed and sealed by a Licensed Geodetic Engineer.
- Transfer Certificate of Title (TCT) or Deed of Sale
- Real Property Tax Declaration
- Certificate of Latest Real Property Tax Payment.
- Official Receipt of Certification Fee. (P 10.00 / Lot)

### HOW TO AVAIL OF THE SERVICE

<b>STEPS</b>	<b>Time Frame</b>	<b>Person(s) In-charge</b>
<b>1.</b> Approach a frontline staff from the Land Use and Zoning Division and present your letter request together with the	3 Minutes	<b>JOEMARIE D. LOPEZ</b> (Zoning Inspector 1)
<b>2.</b> Zoning personnel review the documents and refer to the land use plan as to the location.	5 Minutes	<b>JOEMARIE D. LOPEZ</b> (Zoning Inspector 1) <b>BONIFACIO T. APLAON</b> (Zoning Officer II)
<b>3.</b> Site inspection (optional) is usually required if the lot will be used for other purposes. (e.g. industrial uses)	1 Day	<b>JOEMARIE D. LOPEZ</b> (Zoning Inspector 1)
<b>4.</b> Zoning personnel prepares and issues the Zoning Lot Certification to the Applicant.	5 Minutes	<b>JOEMARIE D. LOPEZ</b> (Zoning Inspector 1) <b>BONIFACIO T. APLAON</b> (Zoning Officer II) <b>ALEX V. NAVARRA</b> (Zoning Officer IV)