



CITIZEN'S CHARTER



OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

Issuance of Zoning/Locational Clearance for Business Permit

Schedule of Availability of Service: Monday to Friday 8:00am to 5:00 pm without noon break

Who may avail of the service: Enterprises Establishments

Requirement(s): Business License Application/Assessment form

Duration: 25 Minutes

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Submit Business Permit Application Form	Receipt of the document	1 Minute	Administrative Assistant	Included in the Assessment of Business Permit	Business License Application/ Assessment Form
2	Wait for the evaluation of Submitted Documents	Evaluation of the documents	3 Minutes	Administrative Assistant/MPDC Officer		
3	Consent for ocular Inspection	Ocular visit to Site Plan Perspective	10 minutes	MPDC Officer		
4	Payment of Corresponding Fees (MTO Office, Ground Floor)	Computation of billing	5 Minutes	Revenue Collection Clerks		
5	Present Official Receipt of Updated PRT	Preparation of Clearance	5 Minutes	MPDC Officer		
6	Claim the Zoning/Locational Clearance	Receiving of Zoning/Locational Clearance	1 Minute	MPDC Officer		