



MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

EXTERNAL SERVICES

1. PROCESSING OF LOCATIONAL CLEARANCES

Requirements needed for securing building permits.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form (4 copies)		MPDO Staff		
Certificate of Title of the land being the site of Development Projects		Owner (LRA)		
Tax Declaration		Municipal Assessor's Office		
Tax Clearance		Municipal Treasurer's Office		
Technical Plans duly signed		Licensed Engineer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill up application of locational clearance with required documents	1. Validate, encode, and verify data. 1.1. Endorse application and prepare certification/clearances and zoning decision. 1.2. Assist and generate order of payment. 2. Release locational clearance	refer to schedule of fees depending on project cost	(if complete) 30 minutes	Lilibeth Puerto
TOTAL:		Dependin g on project cost	30 Minutes	



2. PROCESSING OF ZONING COMPLIANCE/CERTIFICATES FOR BUSINESS PERMITS

Requirements needed for securing business permits.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tax Declaration		Municipal Assessor's Office		
Tax Clearance		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.File and submit required documents	1.Verify, validate and issue order of payment	₱50. 00	(if complete) 10 minutes	Argy Iwag
TOTAL:		₱50. 00	10 Minutes	



3. PROCESSING OF ZONING CERTIFICATE

Compliance Certificate needed for application for Business Permit and land Titling.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Permit Application Form		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.File and submit required documents	1.Verify, validate and issue order of payment	₱50. 00	(if complete) 10 minutes	Lilibeth Puerto
TOTAL:		₱50. 00	10 Minutes	