

11. Issuance of Business Location Clearance (BLC) (External Service)

This service involves issuing a Business Locational Clearance to confirm the compliance of a business establishment with the approved zoning ordinance of the city, ensuring its permissibility in the designated area. This certification serves as a prerequisite for obtaining new business permits for recently established businesses.

Office or Division	City Planning & Development Office – Land Use and Zoning Administration Division			
Classification	Simple			
Type of Transaction	G2B (Government to Business)			
Who may avail	Owners of Business Establishments			
Checklist of Requirements		Where to Secure		
1. DTI Registration		1. Department of Trade and Industry		
2. Property Index Number (PIN)		2. City Assessor's Office		
3. Accomplished Business Permit Application		3. City Mayor's Office - Business Permits and License Division		
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
1. Submit all the required documents	1. Check completeness of documents submitted, encodes and prints tracking slip.	PHP 75.00 (Fee collected by CTO after One- Time Assessment of BPLD)	10 Minutes	<i>Planning Assistant City Planning & Development Office</i>
	1.1 Prepare, Evaluates and Encodes Business Location Clearance		15 Minutes	<i>Planning Assistant/ Zoning Inspector/ Zoning Officer City Planning & Development Office</i>
	1.2 Review and sign Clearance		10 Minutes	<i>Zoning Officer IV City Planning & Development Office</i>
2. Receive Clearance	2. Release BLC to client		5 Minutes	<i>Planning Assistant City Planning & Development Office</i>
Total:		PHP 75.00	40 Minutes	

The issuance of Business Location Clearance (BLC) is governed by Zoning Ordinance No. 16, series of 2019.

Please note that the processing time is designed for serving one client at a time, and may be extended if there are two or more clients.