



**Social Services**  
Office of the City Planning and  
Development Coordinator



## 1. Issuance of Zoning Clearance for Business Permit

The City Government of Laoag requires the Issuance of Zoning Clearance to business establishments prior to the grant of a business permit to ensure that the place of business is in consonance with the Comprehensive Land Use Plan (CLUP) and other related zoning and land use ordinances, rules and regulations.

<b>Office or Division:</b>	Office of the City Planning and Development Coordinator			
<b>Classification:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Business Permit Applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
➤ Application for Business Permit				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present application for business permit	1. Reviews the application for business permit. 1.1 Inspects site on the scheduled date 1.2 Checks the O.R. if payment for Zoning Clearance for Business is paid	None  150.00 for New Business 100.00 for Renewal of Business	1 minute  60 minutes  1 minute	Economist III PEO I Draftsman II PLIT Member  PEO I Draftsman II
2. Receive the Zoning Clearance for Business Permit	2. Signs the clearance	None	2 minutes	City Planning and Development Coordinator
<b>TOTAL</b>		100.00 or 150.00	1 hour & 4 minutes	



## 2. Issuance of Locational/Zoning Clearance for Land Development

The City Government of Laoag requires the issuance of Locational/Zoning Clearance prior to the grant of Building Permit for land development to ensure that the location of building is in consonance with the Zoning and Land Use Ordinance and other rules and regulations

A. Single residential structure attached or detached	
100,000.00 and below	288.00
Over 100,000.00 to 200,000.00	576.00
Over 200,000.00	720.00 + 1/10 of 1% in excess of
B. Apartments/Townhouses	
500,000.00 and below	1,440.00
Over 500,000.00 to 2 Million	2,160.00
Over 2 Million	3,600.00 + 1/10 of 1% in excess of 2M regardless of the number of
C. Dormitories	
2 Million and below	3,600.00
Over 2 Million	3,600.00 + 1/10 of 1% of cost in excess of 2M regardless of the
D. Institutional project cost of which is:	
Below 2 Million	2,880.00
Over 2 Million	2,880.00 + 1/10 of 1% of cost in
E. Commercial, Industrial & Agro-Industrial Project	
Below 100,000.00	1,400.00
Over 100,000.00 – 500,000.00	2,160.00
Over 500,000.00 – 1 Million	2,880.00
Over 1 Million – 2 Million	4,320.00
Over 2 Million	7,200.00 + 1/10 of 1% of cost in excess of 2 Million
F. Special Uses/Special Projects (gasoline station, cell site, slaughterhouse, treat-	
Below 2 Million	7,200.00
Over 2 Million	7,200.00 + 1/10 of 1% of cost in
G. Alteration/Expansion (affected areas/cost only)	
Same as original application	



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<b>Type of Transactions:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>➤ Duly accomplished and notarized Locational/Zoning Clearance application form</li> <li>➤ Site Development Plan (5 sets)</li> <li>➤ Vicinity Map</li> <li>➤ Bill of Materials and Estimated Cost</li> <li>➤ Photo copy of the Certificate of Title or pro-forma affidavit in the absence of Cert. of Title</li> <li>➤ Notarized Deed of Sale, or Donation or Contract of Lease or Authorization to use land in the case property is not registered in the name of the applicant</li> <li>➤ Certified True Copy of the latest Tax Declaration</li> <li>➤ Latest Official Receipt of Real Property Tax payment</li> <li>➤ Endorsement/recommendation from DAR (for agricultural lands)</li> <li>➤ CO or EC from DAR (for agricultural lands)</li> <li>➤ Additional requirements for Special Projects/Uses <ul style="list-style-type: none"> <li>* ECC or CNC from EMB for special use/s.</li> <li>* Certified True Copy of NIC's PA or CPCN or Cert. of Registration to provide telecommunication Services</li> <li>* Radiation Protection Evaluation Report from Radiation Health Service of the DOH</li> <li>* Barangay Council Resolution endorsing the project</li> </ul> </li> </ul>	<p>CPDO</p> <p>Contractor City Assessor Contractor Registry of Deeds</p> <p>Notary Public</p> <p>City Assessor's Office</p> <p>Office of the City Treasurer</p> <p>Department of Agrarian Reform</p> <p>Department of Agrarian Reform</p> <p>EMB</p> <p>DOH</p> <p>Barangay Council</p>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
1. Present application for locational/zoning clearance	1. Receive, reviews and verifies the application for locational/zoning clearance and check for completeness	None	1 minute	Project Evaluation Officer I Draftsman II
	1.1 Inspects site (if necessary)		60 minutes	Project Evaluation Officer I / CPDO staff
	1.2 Computation of prescribed fees and issuance of Order of Payment		3 minutes	Project Evaluation Officer I
	1.3 Issue Order of Payment		1 minute	Project Eval. Officer I
	1.4 Start processing the clearance		20 minutes	CPDO staff in-charge
Pay the required fees at the Office of the City Treasurer	2. Accept payment based on the Order of Payment 2.1 Issue the Official Receipt	(refer to schedule of fees for locational/zoning clearance)	2 minutes	Revenue Collection Clerk, CTO
Present Official Receipt	3. Receive and check the Official Receipt	None	1 minute	Draftsman/CPDO staff
	3.1 Signs the locational/zoning clearance	None	10 minutes	City Planning and Development Coordinator
Receive the locational/zoning clearance	4. Issue the locational/zoning clearance	None	3 minutes	Draftsman I COS personnel
<b>TOTAL</b>			1 hour & 40 minutes	



### 3. Issuance of Certificate of Site Zoning Classification

The Issuance of Site Zoning Classification Certificate is a requirement for land/lot owners who wish to pursue lot conversion and land classification and for record and reference purposes.

<b>Office or Division:</b>	Office of the City Planning and Development Coordinator			
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<b>Type of Transactions:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>➤ Real Property Tax Declaration and Lot Plan/Vicinity Map secured from the Assessor's Office</li> <li>➤ Photocopy of Certificate of Title (Original or Transfer) or Deed of Sale</li> </ul>		Office of the City Assessor		
		Registry of Deeds		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the required documents	1. Receives, reviews and verifies according to Site Zoning Classification	None	3 minutes	PEO I Draftsman II
	1.1 Start processing the certificate		15 minutes	PEO I/CPDO staff
2. Pay the required fee at the Office of the City Treasurer	2. Accept the payment. 2.1 Issue Official Receipt	50.00	2 minutes	Revenue Collection Clerk, CTO
3. Present Official Receipt	3. Check O.R.	None	1 minute	Draftsman I
	3.1 Prepares the certification		3 minutes	
	3.2 Approves and signs certification		5 minutes	City Planning and Devt. Coordinator



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive the certificate and register in the logbook for record purposes	4. Issues the certificate	None	1 minute	PEO I Draftsman I
<b>TOTAL</b>		50.00	30 minutes	

#### 4. Provision of Public Information

The City Government of Laoag provides information about the city and its development plans to any interested party.

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<b>Type of Transactions:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> <li>➤ Letter request</li> <li>➤ Identification Card</li> </ul>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach any CPDO personnel and state requested data/information	1. Verifies the availability of the requested data/information	None	5-10 minutes	CPDO staff
2. Receive data/information requested	2. Provides the data/information requested	None	5-10 minutes	CPDO staff
<b>TOTAL</b>			10 - 20 minutes	