



APPLICATION FOR LOCATIONAL CLEARANCE

(for Business Permit Application)

Application No.:	Official Receipt No:		
Date Received :	Amount Paid :	Date:	
1. Name of Applicant	2. Name of Corporation / Business / Establishment		
3. Address of Applicant / Tel. No.	4. Address of Corporation / Business / Establishment		
5. Name of Authorized Representative	6. Address of Authorized Representative / Tel. No.		
7.Type of Business	8. Area Utilized for Busin	ness/Floor Area	
9. Location of Business	10. Nature of Business:	(State Activities Involved / C the Establishment).	Conducted in
11. Right Over Use of Land () Owner () Lessee () Sub-Lessee () Government-Owned Lot Occupant	e () Rent-Free	12. Number of Employees	
13. Existing Land Uses of Project Site and Vicinity () Commercial () Agricultural (specify crop) () Others (please specify)	()Residential ()Tenanted ()Vacant/Idle	()Institutional ()Non-Tenanted	
14.Capitalization (in Philippine Pesos, write in words	and figures)	(PhP)
Is the proposed project a subject of a Notice of V which requires the presentation of a Locational C Locational Clearance/Certificate of Zoning Comp	Clearance/Certificate of Zooliance? () No		
Republic of the Philippines) City of Iloilo) S.S.		Signature of Applicat	nt
SUBSCRIBED AND SWORN to before Philippines, affiant exhibited to me his/her Residence on	e me thisday of _ e Certificate No	, 201 in the issued at	City of Iloilo
Doc. No Page No Book No Series of	_	NOTARY PUBLIC	;

REQUIREMENTS CHECKLIST FOR LOCATIONAL CLEARANCE APPLICATION (for Business Permit)

Basic Requirements:

- 1. Duly accomplished and notarized APPLICATION FORM (OCZA Form 2)
- 2. Any of the following documents relative to RIGHT OVER USE OF LOT / BUILDING / SPACE / STRUCTURE

A. For OWNER- APPLICANT

- a. Certified true copy of the Certificate of Title OR Certified True Copy of the current Tax Declaration.
- b. Current Real Property Tax payment.
- c. For New Building, Occupancy Permit,
- B. If NOT REGISTERED in the name of the applicant, submit any of the following:
 - a. Deed of Sale
 - b. Deed of Donation
 - c. Contract of Lease
 - d. Authorization from the owner to use the lot / building / space / structure

C. For LESSEE-APPLICANT

- a. Contract of Lease
- b. Applicant's current RPT receipt or Certification of NO REAL PROPERTY
- c. For new building, Occupancy Permit

D. For SUB-LESSEE APPLICANT

- a. Contract between the sub-lessee and the lessee
- b. Applicant current RPT receipt or Certification of NO REAL PROPERTY
- c. For New building, Occupancy Permit

E. For APPLICANT ON GOVERNMENT-OWNED LOT

- Affidavit of Undertaking or Consent /Authorization to Operate or Use from government agency concerned
- b. Disregard Item 6 hereunder, if Applicant 's current RPT receipt is a Certification of NO REAL PROPERTY.

F. FOR RENT-FREE APPLICANT

- a. Written Consent or Authorization to Operate or Use For Free from the owner of lot/space/building/ structure
- b. Applicant's current RPT receipt or Certification of NO REAL PROPERTY
- 3. VICINITY MAP showing the exact location of Business Establishment
- 4. BRGY. CLEARANCE CERTIFICATION where business establishment is located.
- ZONING FEE
- 6. CURRENT REAL PROPERTY TAX RECEIPTS of land and building where the business will be established
- 7. AUTHORITY TO FOLLOW-UP / CLAIM the Locational Clearance

Notes: 1. Submit original documents for authentication

- 2. Submit photocopies of requirements for office files
- 3. Additional requirements may be required in writing by this Office
- 4. Processing of application papers commences upon acceptance of filled-up forms and all required documents.