

BUSINESS: _____

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
 - a. 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.
5. 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.