



Republic of the Philippines
Tacloban City
-oOo-

City Planning and Development Office

Zoning Certification – New Business Requirements **(*Photocopy: 1 copy each)**

Duly accomplished Business Permit Application with sketch of business location

Brgy. Business Clearance

Official Receipt (Zoning Certification Fee P250.00)

One (1) documentary stamp / OR (P15.00)

DTI (Single Proprietorship)

SEC (if CORP. or INC.) – 1st page only

Cedula (latest)

Lease Contract (if place of business is rented)

Brgy. Resolution

- If Internet Café
- If business does not conform with the Land Use or Zoning Map

Franchise/SP Resolution (for Internet Café)



Republic of the Philippines
Tacloban City
-oOo-

City Planning and Development Office

APPLICATION FOR ZONING CERTIFICATION

Date

The City Planning & Dev. Coordinator
City Planning and Development Office
Tacloban City

Sir:

In accordance with Executive Order No. 648, as strengthened by LOI 729, EO 90 and EO 72, I am applying for Zoning Certification of property situated in

_____, _____, _____
(Barangay) (City/Municipality) (Province)
with an area of _____ square meters.

The undersigned attest that the documents submitted are in accordance with the pertinent laws, decrees, rules and regulations, standards and guidelines and that I assume full responsibility from any non-compliance of violation thereof.

Attached hereto are:

1. Vicinity Map indicating clearly and specifically the exact location of the proposed site and the existing land uses and/or landmarks with a radius of at least 500 meters and duly signed by a geodetic/civil engineer or architect.
2. Lot/Sketch Plan duly signed by a licensed Geodetic Engineer.
3. Photocopy of the Title (TCT), or any proof of ownership, or right over the property and/or latest tax Declaration; and.
4. Filing Fee of Php _____.
5. Long file folder with fastener.
6. Fencing Plan

Very truly yours,

Owner/Applicant

Address

Telephone No.

Republic of the Philippines)
_____) s.s.

SUBSCRIBED AND SWORN TO before me this _____ day of _____
201__ in the City/Municipality of _____ Province of _____ affiant
exhibiting to me his/her Community Tax Certificate No. _____
issued at _____ on _____ 201 __.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

NOTARY PUBLIC