

Issuance of Certificate of Zoning Compliance/Locational Clearance

Certificate of Zoning Compliance is a requirement before the issuance of building permit within the territorial jurisdiction of the Municipality of Burgos.

Office or Division:	Municipal Planning & Development Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	All Residents applying for Building Permit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Application form (2 copies) 2. TCT/OCT (2 certified photocopy) 3. Tax Declaration (2 certified photocopy) 4. Site Development Plan (2 photocopy) 5. Vicinity map(2 photocopy) 6. Bill of materials and cost estimates(2 photocopy) 		<ol style="list-style-type: none"> 1. MPDO Office 2. Assessor's Office 3. Assessor's Office 4. Licensed Architect/Engineer 5. Licensed Architect/Engineer 6. Licensed Architect/Engineer 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for a Locational/Zoning Clearance and return after accomplishing all the necessary	1. Advise client to accomplish the required list of requirements	none	10 min	<i>Mun. Planning & Development Officer/Zoning Officer MPD Office</i>



requirements				
2. Submit requirements	<p>2. Evaluate/Check submitted requirements</p> <p>2.1 Assess amount of fees to be paid</p> <p>2.2 Issue order of payment</p> <p>2.3 Prepare Certificate of Zoning Compliance</p>	none	<p>-1 day for the evaluation and assessment of submitted reqmts</p> <p>-1day for the inspection of applied location</p>	<p><i>Mun. Planning & Development Officer/Zoning Officer</i></p> <p><i>MPD Office</i></p>
3. Proceed to Treasury Office for payment of fees	3. Receive payment and issue official receipt	Amount of payment depends on the Cost Estimate of the structure	5 min	<p><i>Clerk/Rev. Collection Clerk II/Mun. Treasurer</i></p> <p><i>Treasury Office</i></p>
4. Present official receipt to MPDO to receive Zoning Compliance Certificate	4. Issue certificate of Zoning/Locational clearance	none	5 minute	<p><i>Mun. Planning & Development Officer/Zoning Officer</i></p> <p><i>MPD Office</i></p>
	TOTAL	Refer to step 3	2 days, 20 min	