

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		
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)		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 requirements	1. Advise client to accomplish the required list of requirements	none	10 min	<i>Mun. Planning & Development Officer/Zoning Officer MPD Office</i>
2. Submit requirements	2. Evaluate/Check submitted requirements 2.1 Assess amount of fees to be paid 2.2 Issue order of payment 2.3 Prepare Certificate of Zoning Compliance	none	-1 day for the evaluation and assessment of submitted reqmts -1day for the inspection of applied location	<i>Mun. Planning & Development Officer/Zoning Officer MPD Office</i>

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	<i>Clerk/Rev. Collection Clerk II/Mun. Treasurer Treasury Office</i>
4. Present official receipt to MPDO to receive Zoning Compliance Certificate	4. Issue certificate of Zoning/Locational clearance	none	5 minute	<i>Mun. Planning & Development Officer/Zoning Officer MPD Office</i>
	TOTAL	Refer to step 3	2 days, 20 min	