



**APPLICATION FOR LOCATIONAL CLEARANCE
(for Business Permit Application)**

Application No.: _____ Official Receipt No.: _____

Date Received : _____ Amount Paid : _____ Date: _____

(To be type-written or hand-written in print):

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 Business/Floor Area
9. Location of Business	10. Nature of Business: (State Activities Involved / Conducted in the Establishment).
11. Right Over Use of Land () Owner () Lessee () Sub-Lessee () Rent-Free () Government-Owned Lot Occupant () Others (please specify)	12. Number of Employees
13. Existing Land Uses of Project Site and Vicinity () Commercial () Industrial () Residential () Institutional () Agricultural (specify crop) _____ () Tenanted () Non-Tenanted () Others (please specify) _____ () Vacant/Idle	
14. Capitalization (in Philippine Pesos, write in words and figures)	(PhP _____)
15. Is the proposed project a subject of a Notice of Violation issued by the Office of the City Zoning Administrator which requires the presentation of a Locational Clearance/Certificate of Zoning Compliance or the application for a Locational Clearance/Certificate of Zoning Compliance? () No () Yes Date Issued _____	

Signature of Applicant

Republic of the Philippines)
City of Iloilo) S.S.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 201__ in the City of Iloilo, Philippines, affiant exhibited to me his/her Residence Certificate No. _____ issued at _____ on _____.

NOTARY PUBLIC

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

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.