



# **Municipal Planning and Development Coordinator's Office**

## **External Services**



## 1. Issuance of Zoning Certificate for New/Renewal of Business Permit

Zoning Certificate granted for the applicant in order for them to operate their new business and renewal of business which is in conformity with Municipal Plans of Nueva Era, Ilocos Norte

<b>Office/Division:</b>	MPDC Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	All persons/juridical who wants to operate business	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. DTI/SEC Registration, if new, 1 photocopy</li> <li>2. Official Receipt of Zoning Fee, 1 photocopy</li> <li>3. Occupancy Permit, if new, 1 photocopy</li> <li>4. Certificate of Title in the name of applicant, 1 photocopy In the absence of Certificate of Title, submit 1 of the following:               <ol style="list-style-type: none"> <li>a. Tax Declaration, 1 photocopy</li> <li>b. Notarized Deed of Conveyance, if the lot is not in the name of the applicant, 1 photocopy</li> <li>c. Notarized authorization by the lot owner, if the lot is not owned by the applicant, 1 original</li> </ol> </li> <li>5. Certificate of Non Tax Delinquency</li> <li>6. Community Tax Certificate</li> </ol>		DTI/SEC Treasury Office Building Official Applicant  Assessor's Office Lot owner  Lot owner  Treasury Office Treasury Office



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly filled up application and requirements	1.1 Receives application, verify completeness of requirements and assign application number	None	5 Minutes	<i>Zoning Officer MPDC Office</i>
	1.2 Inspection of the location of the applicant	None	1 Hour 30 Minutes	<i>Zoning Officer MPDC Office  Building Official Engineering Office  Assesment Officer Assessor's Office</i>
	1.3 Prepares Zoning Certificate	None	10 Minutes	<i>Zoning Officer MPDC Office</i>
2. Receives Zoning Certificate	2.1 Release zoning certificate	None	5 Minutes	<i>Zoning Officer MPDC Office</i>
Totals		<b>None</b>	<b>1 Hour 50 Minutes</b>	