



**CITY PLANNING AND DEVELOPMENT OFFICE
(CPDO)
Bacolod City**

The CPDO is tasked to formulate integrated economic, social, physical and other development plans and policies and to monitor and evaluate the implementation of different programs, projects and activities in the city in accordance with the approved development plan. It also regulates the issuance of locational clearance for Building Permit, Business License and other developments within the city in conformity to its Land Use Plan.

1. SECURING ZONING CLEARANCE FOR BUSINESS PERMIT

Businesses are required to secure a Zoning Clearance upon application for Business Permit to ensure that business location is in accordance with Comprehensive Land Use Plan (CLUP) and other relevant Zoning and Land Use Ordinances

Office or Division:	ZONING & LAND USE DIVISION			
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input checked="" type="checkbox"/> G2C - Government to Citizen <input checked="" type="checkbox"/> G2B - Government to Business Entity <input checked="" type="checkbox"/> G2G - Government to Government			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Application Form		Permits & Licensing Division		
2. Pictures of the area (if necessary)		Client Business location and structure		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
RENEWAL				
ONLINE				

1. Go to link https://ebpls.bacolodcity.gov.ph or scan the QR Code	1. Assumption: Client meets the requirements – Approved application	None	1 min	
2. Fill up online application forms	2. Review the correctness of the data	None	5-10 mins.	
3. Upload requirements	3. Review the correctness of the requirements uploaded	None	1-2 mins	
4. Wait for the approval	4. Approved the application	None	5 mins.	<p>Edgardo B. Antonio <i>Zoning Inspector I</i></p> <p>Francis B. Arañez <i>Zoning and Land Use Head</i></p> <p>Mary Jean L. Ramos, CPA, EnP, MPA, MBA <i>City Planning and Development Coordinator</i> Or <i>CPDC's Designate / Authorized Representative</i></p>
TOTAL		None	18 mins.	
FACE TO FACE				
1. Proceed to CPDO: Approach the Zoning Division and present the Business Permit Application Form	1.1 Review of Documents: Zoning Staff checks the business location	None	2 minutes	<p>Edgardo B. Antonio <i>Zoning Inspector I</i></p>

	against the land use plan and Zoning Ordinance			Francis B. Arañez <i>Zoning and Land Use Head</i>
	1.2 Site Inspection (Optional): Site inspection is usually required for new business applicants	None	half day	Mary Jean L. Ramos, CPA, EnP, MPA, MBA <i>City Planning and Development Coordinator</i> Or <i>CPDC's Designate / Authorized Representative</i>
	1.3 Processing of Documents and Approval: Zoning Staff processes, records and signs the Business Permit Application form	None	2 minutes	
TOTAL		None	4 Hrs & 4 mins.	
NEW				
1. Proceed to CPDO: Approach the Zoning Division and present the Business Permit Application Form	1.1. Review of Documents: Zoning Staff checks the business location against the land use plan and Zoning Ordinance	None	2 minutes	Edgardo B. Antonio <i>Zoning Inspector I</i>
	1.2 Site Inspection Site inspection is usually required for new business applicants	None	half day	Francis B. Arañez <i>Zoning and Land Use Head</i>
	1.3 Processing of Documents and Approval: Zoning Staff processes, records and signs the Business Permit Application form	None	2 minutes	Mary Jean L. Ramos, CPA, EnP, MPA, MBA <i>City Planning and Development Coordinator</i> Or

				<i>CPDC's Designate / Authorized Representative</i>
TOTAL			None	4 Hrs & 4 mins.

NOTE: Fees are included in Business Tax Assessment for Zoning Clearance

2. SECURING ZONING LOCATIONAL CLEARANCE FOR BUILDING PERMITS

All enterprises and private persons constructing a new building or applying for renovation/expansion are required to secure a Zoning Locational Clearance upon application for building permit.

This should be done before the construction starts to ensure that the building is allowed in the chosen location as per Comprehensive Land Use Plan (CLUP) and other relevant Zoning and Land Use Ordinances.

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Who may avail:	ALL	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application for Zoning Locational Clearance Form duly notarized (2 copies)	Zoning & Land Use Division Notarization is available at the CLO or other private Law Firm	
2. Building Plans duly signed and sealed by a Licensed Civil Engineer or Architect (5 copies)	Clients through their Licensed Civil Engineer or Architect or Geodetic who will prepare this for submission to the involved LGU offices/agencies	
3. Lot Plan with Vicinity Map duly signed by Geodetic Engineer		
4. Bill of Materials and Cost Estimates		
5. Specifications		
6. Transfer Certificate of Title or Deed of Sale	Register of Deeds	
7. Real Property Tax Declaration	City Assessor's Office	
8. Latest Land Tax Receipt	Land Tax Division	
9. If Lot is not owned: ➤ Contract of Lease ➤ Authority to Construct	Owner or official representative of the Building/Land	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requirements: Present necessary requirements to the Zoning Division for evaluation and assessment.	1.1 Review and Verification: Zoning staff reviews and verifies the submitted requirements	None	3 minutes	Edgardo B. Antonio <i>Zoning Inspector I</i>
	1.2 Assessment Fees: Have the fees assessed by a Zoning staff, an Order of Payment Slip will be issued which will be presented to the City Treasurer's Office (Cash Division) for payment	(See below) Locational Clearance Fees	3 minutes	
2. Present the receipt to the Zoning Division	2. Approved the Building Plans with Locational Clearance	None	15 mins.	Francis B. Arañez <i>Zoning and Land Use Head</i>
				Mary Jean L. Ramos, CPA, EnP, MPA, MBA <i>City Planning and Development Coordinator</i> Or <i>CPDC's Designate / Authorized Representative</i>
TOTAL		None	21 minutes	

ONLINE APPLICATION (DICT)

(NEW/RENEWAL)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to link https://tinyurl.com/B CDCDBONLINE	1. Assumption: Client meets the requirements –	None	5 mins.	Edgardo B. Antonio <i>Zoning Inspector I</i>

	Approved application			<p>Francis B. Arañez <i>Zoning and Land Use Head</i></p> <p>Mary Jean L. Ramos, CPA, EnP, MPA, MBA <i>City Planning and Development Coordinator</i> Or <i>CPDC's Designate / Authorized Representative</i></p>
TOTAL		None	5 mins.	

LOCATIONAL CLEARANCE FEES (in Philippine Peso)

- A. Residential structures, single or detached other than apartments, town houses, dormitories and subdivision/condominium projects, the cost of which is:
- 100,000.00 and below 200.00
 - Over 100,000.00 to 200,000.00 400.00
 - Over 200,000.00 500.00 plus 1/10 of 1% of cost in excess of 100,000.00
- B. Apartments/Townhouses, the cost of which is:
- 500,000.00 and below 1,000.00
 - Over 500,000.00 to 2 Million 1,500.00
 - Over 2 Million of 2,500.00 plus 1/10 of 1% of cost in excess of 2 Million regardless of number of doors
- C. Dormitories, the cost of which is:
- 500,000.00 and below 2,500.00
 - Over 2 Million of 2,500.00 plus 1/10 of 1% of cost in excess of 2 Million regardless of number of doors
- D. Institutional, the project cost of which is:
- 2 Million and below 2,000.00
 - Over 2 Million of 2,000.00 plus 1/10 of 1% of cost in excess of 2 Million

- E. Commercial, Industrial, Agro-Industrial, the project cost of which is:
- 100,000.00 and below 1,000.00
 - Over 100,000.00 to 500,000.00 1,500.00
 - Over 500,000.00 to 1 Million 2,000.00
 - Over 1 Million to 2 Million 3,000.00
 - Over 2 Million 3,000.00 plus 1/10 of 1% of cost in excess of 2 Million
- F. Special Uses/Special Projects (including memorial parks, gasoline station, cell sites, slaughter house, treatment plants, etc.) the project cost of which is:
- 2 Million and below 5,000.00
 - Over 2 Million 5,000.00 plus 1/10 of 1% of cost in excess of 2 Million
- G. Temporary Use Permit 500.00
- H. Re-Zoning Fee 1.00/square meter
- I. All zoning Certification Fees 0.50/square meter

3. SECURING ZONING LOT CERTIFICATION

The Zoning Lot Certification is requested for land classification.

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Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter from the owner/corporation or authorized representative		Owner/Corporation/Authorized representative		
2. Lot Plan with vicinity map		Geodetic Engineer		
3. Land Title (Photocopy back to back)		Owner		
4. Tax Declaration (Photocopy)		City assessor's Office		
5. Latest Tax Receipt (Photocopy)		Land Tax Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to CPDO: Approach the Zoning Division and state purpose of request.	1.1 Review of documents presented by the client	None	2 minutes	Edgardo B. Antonio <i>Zoning Inspector I</i>

	1.2 Assessment of Lot Certification Fees is given to the client	None	1-2 minutes	<p>Francis B. Arañez <i>Zoning and Land Use Head</i></p> <p>Mary Jean L. Ramos, CPA, EnP, MPA, MBA <i>City Planning and Development Coordinator</i> Or <i>CPDC's Designate / Authorized Representative</i></p>
2. Pay the assessed Lot Certification Fees to CTO	2. Validate the Zoning Classification of the specific lot	None	5 minutes	CTO
3. Submit the Official Receipt to Zoning & Land Use Division	1.3 Process, record, approve and sign of documents.	None	1-2 minutes	<p>Edgardo B. Antonio <i>Zoning Inspector I</i></p> <p>Francis B. Arañez <i>Zoning and Land Use Head</i></p> <p>Mary Jean L. Ramos, CPA, EnP, MPA, MBA <i>City Planning and Development Coordinator</i> <i>CPDC's Designate / Authorized Representative</i></p>
	1.4 Release of Lot certification	None	1 – 2 minute	
TOTAL		None	13 minutes	

4. PROVISION OF CPDO DATA, PLANS AND MAPS

AVAILABLE DATA:

- Comprehensive Land Use Plan (CLUP)
- Comprehensive Development Plan (CDP)
- Annual Investment Plan (AIP)
- Barangay Development Plan
- Other Related Plans
- Socio-Economic/Ecological Profile (SEP)
- Data Bank
- Bacolod Trends
- Maps/Digital Maps

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Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Request Slip		CPDO - Administrative Division		
2. Official Receipt		CTO		
3. Letter of Request (if necessary)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Administrative Division for Specific Data Request	1. Received the official request letter and provide <i>QR Code</i> and endorsed to CPDC for approval	None	1-2 minutes	Jehann Christine M. Combite <i>Administrative Division Head</i>
<u>ONLINE REQUEST</u> 1. Send official letter of request address to the Head of Office at Email address: cpdobacolod@gmail.com	1. Forward request to the Head of Office for approval	None	5 mins.	
2. Fill-up the Request Slip to determine the corresponding fee and have it signed by the	2. Signed and approved for payment to CTO	None	1-2 minutes	

Administrative Division Head				
3. Bring the Approved Request Slip to the City Treasurer's Office (Cash Division) for payment and issuance of Official Receipt while the request is being processed.	3.1 While waiting for the official receipt, requested data is forwarded to the pertaining Division for preparation.	None	5 minutes	Cashier <i>City Treasurer's Office</i>
	3.2 Prepares the document and forward to the Administrative Division (CLUP, CDP, AIP, BDP, OTHER RELATED PLANS, MAPS/DIGITAL MAPS, SEP, DATA BANK, BACOLOD TRENDS)	(See below) Fees for the reproduction of CPDO Documents	15-20 minutes Request Specific/Dependent	Ana Maria Carmen T. Principe <i>Plans and Programs Division Head</i>
				Ana Maria Carmen T. Principe <i>Plans and Programs Division Head</i>
				Monica B. Concepcion <i>Research, Statistics and Evaluation Division Head</i>
4. Present the Official Receipt and the Request Slip back to the Administrative Division for posting and/or recording	4. Validate the official receipt have it photocopy as office file copy	None	5 minutes	Jehann Christine M. Combite <i>Administrative Division Head</i>
5. Get the necessary documents as requested	5. Release the hard copy and email the soft copy	None	2 minutes	Jehann Christine M. Combite <i>Administrative Division Head</i>
ONLINE REQUEST 1. Send e-file documents via email or save to USB	1. Receive file for approval.	None	5 minutes	Jehann Christine M. Combite <i>Administrative Division Head</i>
TOTAL		None	41 minutes	

FEES FOR THE REPRODUCTION OF CPDO DOCUMENTS (in Philippine Peso):

A. Research Fee – 50.00		
B. Books	HARD COPY	DIGITAL FILE
1. CLUP		
Black and White	500.00	150.00
Master Copy with Colored Maps	1,500.00	
2. SEP	500.00	150.00
3. Data Bank	500.00	150.00
4. Bacolod Trends	300.00	150.00
C. Maps (Hard Copy)		
HP PAPER	STANDARD	SPECIAL TOPICS
1. Letter (8 ½" X 11")	25.00	50.00
2. A3 (11" X 17")	50.00	100.00
3. A1 (20" X 30")	200.00	400.00
4. A0 (34" X 55")	400.00	1,000.00
D. Digital Maps at PHP 30.00 per square foot (JPEG Format)		