

10. LOCATIONAL CLEARANCE FOR BUILDING PERMIT: CELL SITE @ BUILDING REGULATION ONE-STOP-SHOP (BROSS)

The Locational Clearance is issued to the developers/lot owners as a pre-requisite in the issuance of Building Permit to guarantee that the building and its components comply with the Zoning Ordinance and the Local Building Code.

Office or Division:	Zoning Administration Unit (ZAU)	
Classification:	Regular	
Type of Transaction:	G2B	
Who may avail:	Telecoms Owners, Property Lot owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Tax Clearance/Real Property Tax Receipt & Bill (1 original, 1 photocopy of the current year)		City Treasurer's Office (CTO)
Proof of Lot Ownership (whichever is applicable)		
Transfer Certificate of Title (1 certified true copy)		Land Registration Authority (LRA)
Lease contract (1 photocopy)		Registered Lot Owner
Award Notice (1 photocopy)		Registered Lot Owner
Deed of Sale (1 photocopy)		Registered Lot Owner
Memorandum of Agreement (MOA) (1 photocopy)		Registered Lot Owner
Affidavit of Consent to construct/Special Power of Attorney (SPA) (1 photocopy)		Registered Lot Owner
Authority to Sign/Corporate Secretary's Affidavit (1 photocopy)		President of the Corporation
Certification from lot owner that there is no Homeowners Association within the area		Building Owner
Lot Plan (1 set signed & sealed)		Licensed Geodetic Engineer
Certification that the proposed cell site is outside the CAAP Critical Areas		Licensed Geodetic Engineer
Affidavit of Undertaking to Conduct Social Preparation		Telecom Owner
Architectural Plan (2 sets signed & sealed) & PTR		Licensed Architect
For Representative		
<ul style="list-style-type: none"> Duly notarized Authorization Letter/Special Power of Attorney (1 original) 		Registered Lot Owner
<ul style="list-style-type: none"> Government issued Identification Card of the person being represented (1 photocopy) 		BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig
<ul style="list-style-type: none"> Government issued Identification Card representative (1 photocopy) 		BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig
Long Folder		
Supplemental documents: <ul style="list-style-type: none"> DPWH Clearance if located along the national road (1 original, 1 photocopy) MMDA Clearance if along the river, waterways (1 original, 1 photocopy) Earthquake Hazard Assessment (1 original, 1 photocopy) 		Department of Public Works and Highways Metro Manila Development Authority Phivolcs

<ul style="list-style-type: none"> Barangay Council Resolution (1 original, 1 photocopy) 		Concerned Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to log in to the QC eServices website and create an account				
2. Fill out the Online Building Permit Application and attach/upload documentary requirements				DBO
3. Submit the accomplished application form	3.1 DBO tags ZAU thru System		5 minutes	DBO & ZAU Receiving Clerk
	3.1.1 Receive the physical file		30 minutes	
	3.1.2 Tag and transmit physical documents for evaluation			
	3.2 For initial evaluation			10 minutes
3.2.1 Verify the zone classification and evaluate plans based on QC Zoning Ordinance; verify compliance to line and grade and other architectural details based on Local Building Code				
3.2.2 Recommend the issuance of Locational Clearance (LC) or Notice of Action (NOA) with corresponding remarks				
	3.2.3 Tag and transmit the physical file for final evaluation			
	3.3 Final evaluation			
	3.3.1 Review the Project			PDO IV, ZAU

	Evaluation Report and approves the recommendation			
	3.3.2 Tag DBO thru the system		1 minute	ZAU Clerk
	3.3.3 Return approve LC to the Evaluator for stamping and signing of approved architectural plan		1 minute	ZAU Clerk
	3.3.4 Print Notice of Action (NOA) with corresponding remarks stating the conditions/justifications		1 minute	ZAU Evaluator
	3.4 Print LC and affix initials		5 minutes	ZAU Evaluator
	3.4.1 Print LC with OIC, ZAU eSignature, final billing for approved LC and affix initials		5 minutes	ZAU Clerk/PDO IV
	3.4.2 Print NOA with OIC, ZAU eSignature and affix initial and return to receiving clerk for releasing	Comm'l. Processing Fee- ₱ 10.00/m ² of TFA Verification Fee- ₱300.00	1 minute	ZAU Evaluator
	3.5 Transmit documents (physical file) to OIC, ZAU for final approval		20 minutes	ZAU Clerk
	3.5.1 Receive and record the documents		5 minutes	Receiving Staff of OIC, ZAU
	3.5.2 Review/approve evaluation report/LC, sign OP		20 minutes	OIC, ZAU
	3.5.3 Return LC with the physical file to receiving clerk		20 minutes	The staff of OIC, ZAU
	3.6 Receive the documents		3 minutes	ZAU Clerk @ 2 nd Floor, Building D

	3.6.1 Put on the QC logo seal on LC 3.6.2 Tag and transmit the physical file to DBO with LC and OP		1 minute	ZAU Releasing Clerk @Ground Floor
4. Receive the copy of NOA with the evaluated documents (after 3.3.4 action)			5 minutes	Releasing Clerk ZAU @ Ground Floor
Receive the copy of LC thru the releasing counter of DBO together with other approved plans and related permits for building construction/renovation			5 minutes	Releasing Clerk DBO