

## 11. LOCATIONAL CLEARANCE FOR BUILDING PERMIT: SUBDIVISION FOR COMMUNITY MORTGAGE PROGRAM (CMP) ON REGULAR PROCESS

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

<b>Office or Division:</b>	Zoning Administration Unit (ZAU)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B			
<b>Who may avail:</b>	Developers, Property Lot owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Transfer Certificate of Title (1 Certified True Copy)		Land Registration Authority (LRA)		
Tax Clearance/Real Property Tax Receipt & Bill (1 original, 1 photocopy of the current year)		City Treasurer's Office (CTO)		
SEC Certificate (1 photocopy)		Securities and Exchange Commission (SEC)		
List of Beneficiaries (1 photocopy of Master list)		Homeowner's Association (HOA)		
HLURB Certificate (1 photocopy)		Housing & Land Use Regulatory Board(HLURB)		
City Council Resolution (For Subd./CMP located in R1 & R2 Zones) (1 photocopy)		QC Council		
Lot Plan/Subdivision Plan (2 sets)		Licensed Geodetic Engineer		
For Representative				
<ul style="list-style-type: none"> <li>Duly notarized Authorization Letter/Special Power of Attorney (1 original)</li> </ul>		Registered Lot Owner		
<ul style="list-style-type: none"> <li>Government issued Identification Card of the person being represented (1 photocopy)</li> </ul>		BIR, Postal ID, DFA,PSA,SSS,GSIS, Pag-Ibig		
<ul style="list-style-type: none"> <li>Government issued Identification Card representative (1 photocopy)</li> </ul>		BIR, Postal ID, DFA,PSA,SSS,GSIS, Pag-Ibig		
Long Folder				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents for initial assessment and verification	1. Receive the required documents and check the completeness of requirements	₱200.00	15 minutes	Receiving Clerk
	1.1 Issue the Order of Payment for Application Fee		3 minutes	Receiving Clerk
2. Pay the Application Fee at the CTO and submit the photocopy of OR	2.1. Check the OR and assign a control number		5 minutes	Receiving Clerk
	2.1.1. Verify the zoning classification and evaluate		30 minutes	Evaluation Group

	the plans based on the QC Zoning Ordinance		1 ½ hour	Evaluation Group
	2.1.2. Verify compliance to line and grade and other architectural details based on the Local Building Code			
	2.1.3. Recommend the issuance of Locational Clearance (LC) or Notice of Action (NOA)/ For Compliance (FC) or site inspection		1 day	Evaluation Group
	2.2. Conduct a site inspection and prepare a report		5 minutes	Inspection Group
	2.3. Review the project evaluation report; site inspection report; recommend approval/disapproval of the application		3 minutes	OIC, ZAU
	2.4. Set the final evaluation and print the LC/NOA/FC with eSign		5 minutes	Encoder/Clerk
	2.5. Print the Order of Payment		10 minutes	Encoder/Clerk
	2.6. Sign the Order of Payment		5 minutes	OIC, ZAU
	2.7. Stamp and sign the Architectural Plan	<u>Resd'l.</u> Processing Fee- ₱3.00/m <sup>2</sup> of TFA Verification Fee - ₱100.00	5 minutes	Evaluator and PDO IV

3. Pay the Processing Fee at CTO and submit a photocopy of Official Receipt	3.1 Check the Official Receipt		1 minute	Releasing Clerk
4. Receive the copy of LC/NOA/FC and the approved copy of Architectural Plans	4.1 Release the LC/NOA/FC and approved copy of Architectural Plans		5minutes	Releasing Clerk

## 12. LOCATIONAL CLEARANCE FOR BUILDING PERMIT: CERTIFICATE OF EXCEPTION (COE) ON REGULAR PROCESS

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 design components comply with the Zoning Ordinance and the Local Building Code. A Certificate of Exception is issued through a resolution approved by the City Council allowing the exemption of the project from the use of the lot/property.

<b>Office or Division:</b>	Zoning Administration Unit (ZAU)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2B		
<b>Who may avail:</b>	Developers, Property Lot owners		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
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	
Lot Plan (1 set signed & sealed)		Licensed Geodetic Engineer	
Architectural Plan (2 sets signed & sealed) & PTR		Licensed Architect	
For Representative			
• Duly notarized Authorization Letter/Special Power of Attorney (1 original)		Registered Lot Owner	
• Government issued Identification Card of the person being represented (1 photocopy)		BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig	
• Government issued Identification Card representative (1 photocopy)		BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig	