

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.

Office or Division:	Zoning Administration Unit (ZAU)		
Classification:	Highly Technical		
Type of Transaction:	G2B		
Who may avail:	Developers, 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	
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	

Long Folder				
Mandatory Requirements for COE:				
<ul style="list-style-type: none"> Project Description (boundaries, nature of the operation or use; objectives to be achieved by the project; statement as to why the project cannot fulfill its objectives under the Zoning Regulations (1 original, 1 photocopy) Environmental Impact Study/Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC) Barangay Council Resolution Traffic Impact Study for high rise buildings 		Project Engineer/Architect EMB-DENR Concerned Barangay Project Engineer/Architect		
Supplemental documents:				
<ul style="list-style-type: none"> Neighbor's firewall consent (1 original, 1 photocopy) HOA Approved plan(2 sets, blueprint of Architectural Plans) DPWH Clearance if located along a national road(1 original, 1 photocopy) MMDA Clearance if along the river, waterways(1 original, 1 photocopy) Earthquake Hazard Assessment(1 original, 1 photocopy) 		Adjacent neighbor HOA Department of Public Works and Highways Metro Manila Development Authority Phivolcs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for COE at the City Council thru the Chairman, Committee on City Planning, Building & Zoning	1.1 Receive the endorsement from the City Council requesting for the preparation of the Project Evaluation	None	3 minutes	Receiving Clerk
	1.1.1 Evaluate the project based on the submitted mandatory requirements and present the findings as to the basis of the City Council for		4 hours	Evaluation Group

	<p>their decision to deny or approve the resolution</p> <p>1.1.2 Review the project evaluation report and recommend approval/disapproval of the application</p>		1 day*	OIC, ZAU	
2. Attend the public consultations at the City Council for the approval of the City Council Resolution			3 readings	City Council	
3. Submit the approved City Council Resolution & ECC	3.1 Check and receive the documents		5 minutes	Receiving Clerk	
	3.1.1 Prepare the revised evaluation report & recommend the issuance of the Locational Clearance/ COE		10 minutes	Evaluation Group	
	3.1.2 Review the project evaluation report; recommend approval of the application		1 day	OIC, ZAU	
	3.1.3 Set the final evaluation and print the LC/COE with e-sign & Order of Payment	<u>Resd'l</u> Processing Fee - ₱3.00/m ² of TFA Verification Fee - ₱100.00		5 minutes	ZAU Clerk
	3.2 Sign the Order of Payment	<u>Comm'l</u> Processing Fee - ₱10.00/m ² of TFA		5 minutes	PDO IV, ZAU
	3.3 Stamp and sign the		3 minutes		

	Architectural Plan	Verification Fee – ₱300.00 COE Processing Fee- ₱ 150/m ² of TFA subject for exemption		ZAU Clerk and Evaluators
4. Pay the Processing Fee at CTO and submit the photocopy of Official Receipt	4.1 Check the Official Receipt		1 minute	Releasing Clerk
5. Receive the copy of COE and approved copy of Architectural Plans	5.1 Release the COE and approved copy of Architectural Plans		5minutes	Releasing Clerk

13. LOCATIONAL CLEARANCE FOR BUILDING PERMIT: FOR SPECIAL USE PERMIT (SUP) 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. The Special Use Permit is issued through a resolution approved by the City Council allowing the project for such use on the lot or property. The uses that require a Special Use Permit are Gasoline/Auto-LPG, Waste Disposal Facility, Radio, and Television Transmitting Stations, Telecommunication Tower (Greenfields), Heliports/Helipads, Abattoir/Slaughterhouse, Cockpits/Race Tracks, Transport Terminals, Transport Garage, Cemeteries, Funeral Parlor/Memorial Chapel/Mortuary, Crematorium/Columbarium.

Office or Division:	Zoning Administration Unit (ZAU)
Classification:	Highly Technical
Type of Transaction:	G2B
Who may avail:	Developers, 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
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• Deed of Sale (1 photocopy)	Registered Lot Owner