

	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
• 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 SUP:				
<ul style="list-style-type: none"> • Description of the project, its nature of the operation or use, location, boundaries, and size or volume of operation; • Identification of the components which shall be effected by the project • Environmental Impact Study/Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC) • Barangay Council Resolution 	Project Engineer/Architect EMB-DENR Concerned Barangay			
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 SUP 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

	4.5 Sign the Order of Payment 4.6 Stamp and sign the Architectural Plan	Verification Fee - ₱300 SUP Processing Fee - ₱150/m ² of TFA subject for SUP	3 minutes* 3 minutes	OIC, ZAU PDO IV, ZAU
5. Pay the Processing Fee at CTO and submit the photocopy of Official Receipt	5.1 Check the Official Receipt		1 minute	Releasing Clerk
6. Receive the copy of SUP and the approved copy of Architectural Plans	6.1 Release the SUP and approved copy of Architectural Plans		5 minutes	Releasing Clerk

Note: Subject to time availability of the signatory due to prior meeting/s schedules and/or due to immediate notice by the City Mayor.