

9. LOCATIONAL CLEARANCE FOR BUILDING PERMIT:NEW(REGULAR), RENOVATION, REPAIR, AND ADDITIONAL@ 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:	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	
Previous Building Permit/Previous Locational Clearance/Approved Plan for Renovation, Repair & Additional (1 Certified True Copy)		Building Owner	
Lot Plan (1 set signed & sealed)		Licensed Geodetic Engineer	
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"> Neighbor's firewall consent (1 original, 1 photocopy) 		Adjacent neighbor	
<ul style="list-style-type: none"> HOA Approved plan (2 sets, blueprint of Architectural Plans) 		HOA	
<ul style="list-style-type: none"> DPWH Clearance if located along a national road (1 original, 1 photocopy) 		Department of Public Works and Highways	

<ul style="list-style-type: none"> • MMDA Clearance if along the river, waterways(1 original, 1 photocopy) • Earthquake Hazard Assessment(1 original, 1 photocopy) • Barangay Council Resolution(1 original, 1 photocopy) 		Metro Manila Development Authority Phivolcs 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. Receive the application form with the physical file from DBO		5 minutes	DBO & ZAU Receiving Clerk
	3.2. Tag and transmit application with physical documents to the evaluators			
	3.3. For initial evaluation 3.3.1. 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 3.3.2. Recommend the issuance of Locational Clearance (LC) or Notice of Action (NOA) with corresponding remarks 3.3.3. Tag and transmit the physical file		1 hour (1 to 3 storey res'l, 2 storey commercial and warehouse) 30 minutes (Interior renovation)	ZAU Evaluators

	for final evaluation			
	3.4. Final evaluation		10minutes	PDO IV, ZAU
	3.4.1. Review the Project Evaluation Report and approve the recommendation			
	3.4.2. Tag DBO thru the system		1 minute	ZAU Clerk
	3.4.3. Return approved LC to the Evaluator for stamping and signing of architectural plans		1 minute	ZAU Clerk
	3.4.4. Print Notice of Action (NOA)with corresponding remarks stating the conditions/ justifications with e Signature		1 minute	ZAU Evaluator
	3.5. Print LC and final billing for approved LC and affix initials		5 minutes	ZAU Clerk/PDO IV
	3.6. Transmit documents (physical file) to OIC, ZAU for final approval and signature		5 minutes	ZAU Clerk
	3.6.1. Receive and record the documents	Resd'l. Processing Fee -	20 minutes	Receiving Staff of OIC, ZAU
	3.6.2. Review/ approve the LC; sign Order of Payment (OP)	₱ 3.00/m ² of TFA Verification Fee - ₱100	2 days	OIC, ZAU
	3.6.3. Return physical file returned to receiving clerk	Comm'l. Processing Fee- ₱ 10.00/m ² of TFA Verification Fee-	20 minutes	ZAU Clerk @ 2 nd Floor, Building D
	3.7. Receive the documents	₱200.00	5 minutes	ZAU Releasing Clerk
	3.7.1. Put on the QC logo seal on LC		1 minute	

	3.7.2. Tag and transmit the physical file to DBO with LC and OP for releasing		3 minutes	ZAU Releasing Clerk
4. Receive the copy of NOA with the evaluated documents at Window 12 (after 3.4.4 action)			5 minutes	Releasing Clerk @ Ground Floor
5. 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