

	<b>3.7.</b> Affix QC logo seal on LC		<b>1 minute</b>	Clerk
	<b>3.8.</b> Transmit the physical file to DBO with LC and OP.		<b>10 minutes</b>	Releasing Staff
<b>Total</b>			<b>2 hours, 46 minutes</b> <i>(1-3 storey residential, 2-storey commercial &amp; warehouse)</i> <i>and</i> <b>1 hour, 46 minutes</b> <i>(interior renovation)</i>	

### 11. 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 a Building Permit to guarantee that the building and its components comply with the Zoning Ordinance and the Local Building Code.

<b>Office or Division:</b>	Zoning Administration Unit (ZAU)
<b>Classification:</b>	<i>Simple</i>
<b>Type of Transaction:</b>	G2B
<b>Who may avail:</b>	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
HOA consent if within residential zone with HOA	HOA office
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"><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	
Supplemental documents: <ul style="list-style-type: none"><li>DPWH Clearance if located along the national road (1 original, 1 photocopy)</li><li>MMDA Clearance if along the river, waterways (1 original, 1 photocopy)</li><li>Earthquake Hazard Assessment (1 original, 1 photocopy)</li><li>Barangay Council Resolution (1 original, 1 photocopy)</li></ul>	Department of Public Works and Highways  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	<p><b>3.1.</b> Receive the physical file from DBO.</p> <p><b>3.1.1.</b> Transmit physical documents for evaluation.</p>		5 minutes	Receiving Staff
	<p><b>3.2.</b> For initial evaluation.</p> <p><b>3.2.1.</b> 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.</p> <p><b>3.2.2.</b> Recommend the issuance of Locational Clearance (LC) or Notice of Action (NOA) with corresponding remarks.</p>		30 minutes	Evaluators
	<p><b>3.2.3.</b> Transmit the physical file for final evaluation</p> <p><b>3.3.</b> Final Evaluation.</p> <p><b>3.3.1.</b> Review the Project Evaluation Report and approves the recommendation.</p>		1 hour	PDO IV
	<p><b>3.3.2.</b> Returns approve</p>		5 minutes	Clerk

	<p>LC to the Evaluator for stamping and signing of approved architectural plans.</p> <p><b>3.3.3.</b> Print Notice of Action (NOA) with corresponding remarks stating the conditions /justifications.</p> <p><b>3.4.</b> Print LC with OIC, ZAU eSignature, final billing for approved LC and affix initials.</p> <p><b>3.4.1.</b> Print NOA with OIC, ZAU eSignature and affix initial and return to receiving clerk for releasing.</p> <p><b>3.5.</b> Transmit documents (physical file) to OIC, ZAU for final approval.</p> <p><b>3.5.1.</b> Receive and record the documents.</p> <p><b>3.5.2.</b> Review/approve evaluation report/LC, sign OP.</p> <p><b>3.5.3.</b> Return LC with the physical file to receiving clerk.</p> <p><b>3.6.</b> Receive the</p>	<p><u>Residential Processing Fee:</u> ₱ 3.00/m<sup>2</sup> of TFA;</p> <p><u>Verification Fee:</u> ₱100.00</p> <p><u>Commercial Processing Fee:</u> ₱10.00/m<sup>2</sup> of TFA;</p> <p><u>Verification Fee:</u> ₱300.00</p>	<p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>20 minutes</p> <p>20 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	<p>Evaluator</p> <p>Clerk/ PDO IV</p> <p>Evaluator</p> <p>Clerk</p> <p>Receiving Staff</p> <p>OIC-ZAU</p> <p>Releasing Clerk</p> <p>Clerk</p>
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	documents.			
	<p><b>3.6.1.</b> Affix QC logo seal on LC.</p> <p><b>3.6.2.</b> Transmit the physical file to DBO with LC and OP.</p>		<p><b>5 minutes</b></p> <p><b>10 minutes</b></p>	<p>Clerk</p> <p>Releasing Staff</p>
4. Receive the copy of NOA with the evaluated documents (after 3.3.3. action)			<b>5 minutes</b>	Releasing Clerk ZAU
Receive the copy of LC thru the releasing counter of DBO together with other approved plans and related permits for building construction/renovation			<b>5 minutes</b>	Releasing Clerk DBO
<b>Total</b>			<b>3 hours, 15 minutes</b>	

**12. 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.