

14. 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 a 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); *Temporary suspended due to Joint Memorandum Circular-01, Series of 2021*), 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:	<i>Highly Technical</i>
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:	
• Description of the project, its nature	Project Engineer/Architect

<ul style="list-style-type: none"> of the operation or use, location, boundaries, and size or volume of operation; Identification of the components which shall be affected by the project Environmental Impact Study/Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC) Barangay Council Resolution 		<p>EMB-DENR</p> <p>Concerned Barangay</p>		
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) 		<p>Adjacent neighbor</p> <p>HOA</p> <p>Department of Public Works and Highways</p> <p>Metro Manila Development Authority</p> <p>PhiVolcs</p>		
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 the preparation of the Project Evaluation.	None	3 minutes	Receiving Staff
	1.2. Evaluate the project based on the submitted mandatory requirements and present the findings as to the basis of the City Council for their decision to deny or approve the resolution.		4 hours	Evaluation Group
	1.3. Review the project evaluation report; recommend approval/ disapproval of the application		8 hours*	OIC-ZAU
3. Attend the public				

consultations at the City Council for the approval of the City Council Resolution			3 readings	City Council
4. Submit the approved City Council Resolution & ECC	4.1. Check and receive the documents.		1 hour	Receiving Staff
	4.2. Prepare the revised evaluation report & recommend the issuance of the Locational Clearance/SUP.		1 hour	Evaluation Group
	4.3. Prepare documents and recommend approval of the application.	<u>Commercial Processing Fee:</u> ₱10.00 /m ² of TFA;	2 hours *	PDO IV
	4.4. Approval and sign final evaluation	<u>SUP Processing Fee:</u> ₱150/m ² of TFA/LA subject to SUP	30 minutes	OIC-ZAU
	4.5. Print the LC/SUP with e-sign & Order of Payment.		10 minutes	Clerk
	4.6. Sign the Order of Payment.		5 minutes*	PDO IV
	4.7. Stamp and sign the Architectural Plan.		30 minutes	Clerk & Evaluators
5. Pay the Processing Fee at CTO and submit the photocopy of the Official Receipt	5.1. Check the Official Receipt		5 minutes	DBO
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	BDO

Note: * Subject to the completeness of requirements.