

10. 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 a 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:	<i>Regular</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
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) HOA Approved plan (2 sets, blueprint of Architectural Plans) 	Adjacent neighbor HOA Department of Public Works and

<ul style="list-style-type: none"> • 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) • Barangay Council Resolution (1 original, 1 photocopy) 		<p>Highways</p> <p>Metro Manila Development Authority</p> <p>PhiVolcS</p> <p>Concerned Barangay</p>		
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	Receiving Staff
	3.2. Transmit the 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.	<u>Commercial processing Fee:</u> ₱10.00/m² of TFA; <u>Verification Fee:</u> ₱300.00	1 hour, 30 minutes (for 1 to 3 storey residential, 2-storey commercial and warehouse); and 30 minutes (for Interior renovation)	Evaluators

	<p>3.3.2. Recommend the issuance of Locational Clearance (LC) or Notice of Action (NOA) with corresponding remarks.</p> <p>3.3.3. Transmit the physical file for final evaluation.</p> <p>3.4. Final evaluation.</p> <p>3.4.1. Review the Project Evaluation Report and approve the recommendation.</p> <p>3.4.2. Return approved LC to the Evaluator for stamping and signing of architectural plans.</p> <p>3.4.3. Print Notice of Action (NOA) with corresponding remarks stating the conditions/ justifications with e-Signature.</p> <p>3.5. Print LC and final billing for approved LC and affix initials.</p> <p>3.6. Review/approve evaluation report/LC, sign OP.</p>		<p>15 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>30 minutes</p>	<p>PDO IV</p> <p>Clerk</p> <p>Evaluator</p> <p>Evaluator</p> <p>OIC-ZAU</p>
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	3.7. Affix QC logo seal on LC		1 minute	Clerk
	3.8. Transmit the physical file to DBO with LC and OP.		10 minutes	Releasing Staff
Total			2 hours, 46 minutes <i>(1-3 storey residential, 2-storey commercial & warehouse)</i> <i>and</i> 1 hour, 46 minutes <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.

Office or Division:	Zoning Administration Unit (ZAU)
Classification:	<i>Simple</i>
Type of Transaction:	G2B
Who may avail:	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
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