

2. Pay the Application Fee at the CTO and submit the photocopy of OR	based on the QC Zoning Ordinance.			
	2.1.2. Verify compliance to line and grade and other architectural details based on the Local Building Code.	<i>Residential Processing Fee: ₱3.00/m<sup>2</sup> of TFA;</i>		Evaluation Group
	2.2. Set the final evaluation and print the LC/NOA/FC with eSign.	<i>Verification Fee : ₱100.00</i>	5 minutes	Clerk
	2.3. Print the Order of Payment.		10 minutes	Clerk
	2.4. Sign the Order of Payment.		5 minutes	OIC-ZAU
	2.5. Stamp and sign the Architectural Plan.		5 minutes	Evaluator and PDO IV
3. Pay the Processing Fee at CTO and submit a photocopy of the Official Receipt	3.1 Check the Official Receipt		5 minutes	Releasing Staff
4. Receive the copy of LC/NOA/FC and the approved copy of Architectural Plans	4.1 Release the LC/NOA/FC and approved copy of Architectural Plans		5 minutes	Releasing Staff
<b>Total :</b>			<b>1 hour, 28 minutes</b>	

### 13. LOCATIONAL CLEARANCE FOR BUILDING PERMIT:

#### CERTIFICATE OF EXCEPTION (COE) 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. A Certificate of Exception is issued through a resolution approved by the City Council allowing the exemption of the project from the use of the lot/property.

<b>Office or Division:</b>	Zoning Administration Unit (ZAU)	
<b>Classification:</b>	<b><i>Highly Technical</i></b>	
<b>Type of Transaction:</b>	G2B	
<b>Who may avail:</b>	Developers, Property Lot owners	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
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 COE:		
• Project Description (boundaries, nature of the operation or use; objectives to be achieved by the project; statement as to why the project cannot fulfill its objectives under the Zoning Regulations (1original, 1 photocopy)		Project Engineer/Architect
• Environmental Impact Study/Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC)		EMB-DENR
• Barangay Council Resolution		Concerned Barangay
• Traffic Impact Study for high-rise buildings		Project Engineer/Architect
Supplemental documents:		
• Neighbor's firewall consent (1 original, 1 photocopy)		Adjacent neighbor

<ul style="list-style-type: none"> <li>• HOA Approved plan (2 sets, blueprint of Architectural Plans)</li> <li>• DPWH Clearance if located along a 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> </ul>		HOA	Department of Public Works and Highways	Metro Manila Development Authority
		Phivolcs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Apply for COE at the City Council thru the Chairman, Committee on City Planning, Building &amp; Zoning</p>	<p><b>1.1.</b> Receive the endorsement from the City Council requesting the preparation of the Project Evaluation.</p> <p><b>1.2.</b> 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.</p> <p><b>1.3.</b> Review the project evaluation report and recommend approval/disapproval of the application.</p>	None	<p><b>3 minutes</b></p> <p><b>4 hours</b></p> <p><b>8 hours*</b></p>	<p>Receiving Staff</p> <p>Evaluation Group</p> <p>OIC-ZAU</p>
<p>2. Attend the public consultations at the City Council for the approval of the City Council Resolution</p>			<p><b>3 readings</b></p>	<p>City Council</p>
	<p>5.1 Check and receive the documents.</p> <p><b>3.1.1.</b> Prepare the revised evaluation report &amp;</p>	<p><u>Residential Processing Fee:</u></p>	<p><b>1 hour</b></p> <p><b>1 hour</b></p>	<p>Receiving Staff</p> <p>Evaluation Group</p>

3. Submit the approved City Council Resolution & ECC and other documents	recommend the issuance of the Locational Clearance/COE.	<b>₱3.00/m<sup>2</sup> of TFA;</b>		
	<b>3.1.2.</b> Prepare documents and recommend approval of the application.	<i>Verification Fee:</i> <b>₱100.00</b>	<b>45 minutes</b>	PDO IV
	<b>3.1.3.</b> Approved and signed final evaluation.	<i>Commercial Processing Fee:</i> <b>₱10.00/m<sup>2</sup> of TFA;</b>		
	<b>3.1.4.</b> Print the LC/COE with e-sign & Order of Payment.	<i>Verification Fee:</i> <b>₱300.00</b>	<b>30 minutes</b>	OIC-ZAU
	<b>3.2.</b> Sign the Order of Payment.	<b>COE Processing Fee:</b> <b>₱ 150/m<sup>2</sup> of TFA subject to an exemption</b>	<b>10 minutes</b>	Clerk
	<b>3.3.</b> Stamp and sign the Architectural Plan.		<b>5 minutes*</b>	PDO IV
			<b>30 minutes</b>	Clerk and Evaluators
4. Pay the Processing Fee at CTO and submit the photocopy of the Official Receipt	4.1. Check the Official Receipt.		<b>5 minutes</b>	DBO
5. Receive the copy of COE and approved copy of Architectural Plans	5.1. Release the COE and approved copy of Architectural Plans		<b>5 minutes</b>	DBO
<b>Note:</b> * Subject to the completeness of requirements.				

#### **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*