

9. LOCATIONAL CLEARANCE FOR BUILDING PERMIT: FOR NEW (SIMPLE), RENOVATION & INTERIOR RENOVATION @ ONE-STOP-SHOP (OSS)

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.

Office or Division:	Zoning Administration Unit (ZAU)
Classification:	Simple
Type of Transaction:	G2B
Who may avail:	Developers, Property Lot owners
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<i>For Simple: 1 to 3 Storey Residential (1 unit), 2 Storey Commercial Bldg. and Warehouse /Interior renovation inside the mall</i>	
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)-not required for interior renovation	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

<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) 		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				DBO
2. Fill out the Online Building Permit Application and attach/upload documentary requirements				DBO
3. Submit the accomplished application form	3.1. Receive the building permit application form with the physical file from DBO.		5 minutes	Receiving Staff
	3.1.1. Record the application and route documents to Evaluators. 3.2. For initial evaluation. 3.2.1. 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.		2 hours (1 to 3 storey residential; 2- storey commercial and warehouse); 30 minutes (Interior renovation)	Evaluators

	<p>3.2.2. Recommend the issuance of Locational Clearance (LC) or Notice of Action (NOA).</p> <p>3.3. Final evaluation.</p> <p>3.3.1. Review the Project Evaluation Report and provide comments or approve the recommendation.</p> <p>3.3.2. Return the physical documents to DBO.</p> <p>3.4. Receive the physical file from DBO with printed LC (affixed eSignature of OIC, ZAU) and Order of Payment (OP); check, approve and affix initials to LC or NOA and Order of Payment for final billing.</p> <p>3.5. Receive LC from DBO to affix the QC seal.</p> <p>3.6. Return the LC to DBO for release.</p>	<p><i>Residential Processing Fee: ₱ 3.00/m² of TFA</i></p> <p><i>Verification Fee : ₱100.00</i></p> <p><i>Commercial Processing Fee: ₱ 10.00/m² of TFA;</i></p> <p><i>Verification Fee: ₱300.00</i></p>	<p>15 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	<p>PDO IV</p> <p>PDO IV</p> <p>Clerk</p>
4. Receive the copy of LC or NOA thru the releasing counter of DBO				Releasing Clerk DBO