

<i>Total</i>	2 hours, 30 minutes (1-3 storey residential, 2-storey commercial & warehouse) and 1 hour (interior renovation)
--------------	--

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:	Regular
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:	Adjacent neighbor

<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) • Barangay Council Resolution (1 original, 1 photocopy) 		HOA	Department of Public Works and Highways	Metro Manila Development Authority
<p>CLIENT STEPS</p>	<p>AGENCY ACTIONS</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>
<p>1. Register to log in to the QC eServices website and create an account</p>				
<p>2. Fill out the Online Building Permit Application and attach/upload documentary requirements</p>				<p>DBO</p>
<p>3. Submit the accomplished application form</p>	<p>3.1. Receive the application form with the physical file from DBO.</p> <p>3.2. Transmit the application with physical documents to the evaluators.</p> <p>3.3. For initial evaluation.</p> <p>3.3.1. Verify the zone classification and evaluate plans based on QC Zoning Ordinance; verify compliance to line and grade</p>	<p><i>Commercial processing Fee:</i> <i>₱10.00/m² of TFA;</i></p> <p><i>Verification Fee:</i> <i>₱300.00</i></p>	<p>5 minutes</p> <p>1 hour, 30 minutes (for 1 to 3 storey residential, 2-storey commercial and warehouse); and</p>	<p>Receiving Staff</p> <p>Evaluators</p>

	and other architectural details based on Local Building Code.		30 minutes (for Interior renovation)	
	3.3.2. Recommend the issuance of Locational Clearance (LC) or Notice of Action (NOA) with corresponding remarks.			
	3.3.3. Transmit the physical file for final evaluation.			
	3.4. Final evaluation.			
	3.4.1. Review the Project Evaluation Report and approve the recommendation.		15 minutes	PDO IV
	3.4.2. Return approved LC to the Evaluator for stamping and signing of architectural plans.		5 minutes	Clerk
	3.4.3. Print Notice of Action (NOA) with corresponding remarks stating the conditions/ justifications with e-Signature.		5 minutes	Evaluator
	3.5. Print LC and final billing for approved LC and affix initials.		5 minutes	Evaluator
	3.6. Review/approve evaluation		30 minutes	OIC-ZAU

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

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:	Simple
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