

	Receive the documents. 3.6.1. Affix QC logo seal on LC. 3.6.2. Transmit the physical file to DBO with LC and OP.		5 minutes 10 minutes	Clerk Releasing Staff
4. Receive the copy of NOA with the evaluated documents (after 3.3.3. action)			5 minutes	Releasing Clerk ZAU
Receive the copy of LC thru the releasing counter of DBO together with other approved plans and related permits for building construction/renovation			5 minutes	Releasing Clerk DBO
Total			3 hours, 15 minutes	

12. LOCATIONAL CLEARANCE FOR BUILDING PERMIT: SUBDIVISION FOR COMMUNITY MORTGAGE PROGRAM (CMP) ON REGULAR PROCESS

The Locational Clearance is issued to the developers as a pre-requisite in the issuance of a Building Permit to guarantee that the subdivision plan and its residential components comply with the Zoning Ordinance and the Local Building Code.

Office or Division:	Zoning Administration Unit (ZAU)
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Classification:	Complex			
Type of Transaction:	G2B			
Who may avail:	Developers, Property Lot owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transfer Certificate of Title (1 Certified True Copy)		Land Registration Authority (LRA)		
Tax Clearance/Real Property Tax Receipt & Bill (1 original, 1 photocopy of the current year)		City Treasurer's Office (CTO)		
SEC Certificate (1 photocopy)		Securities and Exchange Commission (SEC)		
List of Beneficiaries (1 photocopy of Master list))		Homeowner's Association (HOA)		
DHSUD Certificate (1 photocopy)		Department of Human Settlement and Urban Development (DHSUD)		
City Council Resolution (For Subd./CMP located in R1 & R2 Zones) (1 photocopy)		QC Council		
Lot Plan/Subdivision Plan (2 sets)		Licensed Geodetic Engineer		
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				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification	1.1. Receive the required documents and check the completeness of the requirements.	₱ 200.00	15 minutes	Receiving Staff
	1.2. Issue the Order of Payment for Application Fee		3 minutes	Receiving Staff
	2.1. Check the OR and assign a control number.		5 minutes	Receiving Staff
	2.1.1. Verify the zoning classification and evaluate the plans		30 minutes	Evaluation Group

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/m² 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
Total :			1 hour, 28 minutes	

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.