

	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 and 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

Office or Division:	Zoning Administration Unit (ZAU)	
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:	Developers, Property Lot owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> • Tax Clearance/Real Property Tax Receipt & Bill (1 original, 1 photocopy of the current year) • Proof of Lot Ownership (whichever is applicable) • Transfer Certificate of Title (1 certified true copy) • Lease contract (1 photocopy) • Award Notice (1 photocopy) • Deed of Sale (1 photocopy) • Memorandum of Agreement (MOA) (1 photocopy) • Affidavit of Consent to construct/Special Power of Attorney (SPA)(1 photocopy) • Authority to Sign/Corporate Secretary's Affidavit (1 photocopy) • Lot Plan (1 set signed & sealed) • Architectural Plan (2 sets signed & sealed) & PTR • For Representative <ul style="list-style-type: none"> • Duly notarized Authorization Letter/Special Power of Attorney (1 original) • Government-issued Identification Card of the person being represented 		City Treasurer's Office (CTO)
		Land Registration Authority (LRA)
		Registered Lot Owner
		Registered Lot Owner
		Registered Lot Owner
		Registered Lot Owner
		Registered Lot Owner
		President of the Corporation
		Licensed Geodetic Engineer
		Licensed Architect
		Registered Lot Owner
		BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig

<ul style="list-style-type: none"> (1 photocopy) • Government-issued Identification Card representative (1 photocopy) • Long Folder • Mandatory Requirements for COE: <ul style="list-style-type: none"> • 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) • Environmental Impact Study/Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC) • Barangay Council Resolution • Traffic Impact Study for high-rise buildings • 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) • 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) 		BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig Project Engineer/Architect EMB-DENR Concerned Barangay Project Engineer/Architect Adjacent neighbor HOA Department of Public Works and Highways Metro Manila Development Authority Phivolcs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for COE at the City Council thru the Chairman, Committee on City Planning, Building & Zoning	1.1. Receive the endorsement from the City Council requesting the preparation of the Project Evaluation.	None	3 minutes	Receiving Staff
			4 hours	Evaluation Group
	1.2. 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. 1.3. Review the project evaluation report and recommend		8 hours*	OIC-ZAU

	approval/ disapproval of the application.			
2. Attend the public consultations at the City Council for the approval of the City Council Resolution			3 readings	City Council
3. Submit the approved City Council Resolution & ECC and other documents	3.1 Check and receive the documents. 3.1.1. Prepare the revised evaluation report & recommend the issuance of the Locational Clearance/COE. 3.1.2. Prepare documents and recommend approval of the application. 3.1.3. Approved and signed final evaluation. 3.1.4. Print the LC/COE with e-sign & Order of Payment. 3.2. Sign the Order of Payment. 3.3. Stamp and sign the Architectural Plan.	Residential Processing Fee: ₱3.00/m ² of TFA; Verification Fee: ₱100.00 Commercial Processing Fee: ₱10.00/m ² of TFA; Verification Fee: ₱300.00 COE Processing Fee: ₱ 150/m ² of TFA subject to an exemption	1 hour 1 hour 45 minutes 30 minutes 10 minutes 5 minutes* 30 minutes	Receiving Staff Evaluation Group PDO IV OIC-ZAU Clerk PDO IV Clerk and Evaluators
4. Pay the Processing Fee at CTO and submit the photocopy of the Official Receipt	4.1. Check the Official Receipt.		5 minutes	DBO
5. Receive the copy of COE and approved copy of Architectural Plans	5.1. Release the COE and approved copy of Architectural Plans		5 minutes	DBO
Total				

*Note: * Subject to the completeness of requirements.*