

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 suspended due to Joint Memorandum Circular-01, Series of 2021), Heliports/Helipads, Abattoir/Slaughterhouse, Cockpits/Race Tracks, Transport Terminals, Transport Garage, Cemeteries, Funeral Parlor/ Memorial Chapel/Mortuary, Crematorium/Columbarium.

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 	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 BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig Project Engineer/Architect EMB-DENR
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 (1 photocopy) • Government-issued Identification Card representative (1 photocopy) Long Folder Mandatory Requirements for SUP: <ul style="list-style-type: none"> • Description of the project, its nature of the operation or use, location, boundaries, and size or volume of operation; • Identification of the components which shall be affected by the project • Environmental Impact Study/Environmental Compliance Certificate 	

(ECC)/Certificate of Non- Coverage (CNC) <ul style="list-style-type: none"> Barangay Council Resolution 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) 		Concerned Barangay 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 SUP 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
	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.		4 hours	Evaluation Group
	1.3. Review the project evaluation report; recommend approval/ disapproval of the application		8 hours*	OIC-ZAU
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	4.1. Check and receive the documents.	Commercial Processing Fee: ₱10.00 /m² of TFA;	1 hour	Receiving staff
	4.2. Prepare the revised evaluation report & recommend the issuance of the		1 hour 2 hours *	Evaluation Group PDO IV

	Locational Clearance/SUP. 4.3. Prepare documents and recommend approval of the application. 4.4. Approval and sign final evaluation 4.5. Print the LC/SUP with e-sign & Order of Payment. 4.6. Sign the Order of Payment. 4.7. Stamp and sign the Architectural Plan.	Verification Fee: ₱ 300.00 SUP Processing Fee: ₱150/m² of TFA/LA subject to SUP	30 minutes 10 minutes 5 minutes* 30 minutes	OIC-ZAU Clerk PDO IV Clerk & Evaluators
4. Pay the Processing Fee at CTO and submit the photocopy of the Official Receipt	Check the Official Receipt		5 minutes	DBO
5. Receive the copy of SUP and the approved copy of Architectural Plans	Release the SUP and approved copy of Architectural Plans		5 minutes	DBO
Total				

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

15. ZONING CERTIFICATE

The Zoning Certificate is secured by real property owners of titled lots to verify zoning classification and structures allowed in the specific area.

Office or Division:	Zoning Administration Unit (ZAU)			
Classification:	Highly Technical			
Type of Transaction:	G2B			
Who may avail:	Real Property Lot Owners, Developers, Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Transfer Certificate of Title (1 photocopy) Sketch of Location (1 original) 		Land Registration Authority City Assessor's Office/Google Map		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the up-up application form and submit the required documents at Counter 11	1.1. Check the required documents and completeness of requirements.	Residential ₱ 100.00; Commercial ₱ 300.00;	5 minutes	Receiving Staff