

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
<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) Certification from lot owner that there is no Homeowners Association within the area HOA consent if within residential zone with HOA Lot Plan (1 set signed & sealed) Certification that the proposed cell site is outside the CAAP Critical Areas Affidavit of Undertaking to Conduct Social Preparation 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 Building Owner HOA office Licensed Geodetic Engineer Licensed Geodetic Engineer Telecom Owner Licensed Architect
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) 	Registered Lot Owner BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig
Supplemental documents: <ul style="list-style-type: none"> DPWH Clearance if located along the national road (1 original, 1 photocopy) MMDA Clearance if along the river, waterways (1 original, 1 photocopy) 	Department of Public Works and Highways Metro Manila Development Authority

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	evaluation		1 hour	
	3.3. Final Evaluation.			
	3.3.1. Review the Project Evaluation Report and approves the recommendation.		5 minutes	Clerk
	3.3.2. Returns approve LC to the Evaluator for stamping and signing of approved architectural plans.			Evaluator
	3.3.3. Print Notice of Action (NOA) with corresponding remarks stating the conditions /justifications.		5 minutes	Clerk/ PDO IV
	3.4. Print LC with OIC, ZAU eSignature, final billing for approved LC and affix initials.			Evaluator
	3.4.1. Print NOA with OIC, ZAU eSignature and affix initial and return to receiving clerk for releasing.		5 minutes	Clerk
	3.5. Transmit documents (physical file) to		5 minutes	Receiving Staff
	OIC, ZAU for final approval.			OIC-ZAU
	3.5.1. Receive and record the documents.			Releasing Clerk
	3.5.2. Review/approve evaluation report/LC, sign OP.		20 minutes	Clerk
	3.5.3. Return LC with the physical file to receiving clerk.		20 minutes	
			5 minutes	Clerk

	3.6. 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 5 minutes 10 minutes	Releasing Staff
4. Receive the copy of NOA with the evaluated documents (after 3.3.3. action)			5 minutes	Releasing Clerk ZAU
5. 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			2 hours,46 minutes (1-3 storey residential, 2-storey commercial & warehouse) 1 hour, 46 minutes (interior renovation)	

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)
Classification:	Complex
Type of Transaction:	G2B
Who may avail:	Developers, Property Lot owners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Transfer Certificate of Title (1 Certified True Copy) Tax Clearance/Real Property Tax Receipt & Bill (1 original, 1 photocopy of the current year) SEC Certificate (1 photocopy) List of Beneficiaries (1 photocopy of Master list)) DHSUD Certificate (1 photocopy) 	Land Registration Authority (LRA) City Treasurer’s Office (CTO) Securities and Exchange Commission (SEC) Homeowner’s Association (HOA) Department of Human Settlement and Urban Development (DHSUD)