

3. Log-in to QC-eServices; Upload approved letter for reconsideration and other documents (if any)	Re-evaluate application based on the letter signed by ZAU-OIC		15 minutes	PDO-II
Total			6 working days and 40 minutes	

9. LOCATIONAL CLEARANCE FOR BUILDING PERMIT: FOR NEW (SIMPLE), RENOVATION & INTERIOR RENOVATION @ ONE-STOP- SHOP (OSS)

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.

Office or Division:	Zoning Administration Unit (ZAU)
Classification:	Simple
Type of Transaction:	G2B
Who may avail:	Developers, Property Lot owners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For Simple: 1 to 3 Storey Residential (1 unit), 2 Storey Commercial Bldg. and Warehouse /Interior renovation inside the mall</i>	
Tax Clearance/Real Property Tax Receipt & Bill (1 original, 1 photocopy of the current year) Proof of Lot Ownership (whichever is applicable)	City Treasurer's Office (CTO)
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)-not required for interior renovation Architectural Plan (2 sets signed & sealed) & PTR	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
For Representative • 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	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"> • 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) 		Adjacent neighbor HOA Department of Public Works and Highways Metro Manila Development Authority Phivolcs Concerned Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to log in to the QC eServices website and create an account				DBO
2. Fill out the Online Building Permit Application and attach/upload documentary requirements				DBO
3. Submit the accomplished application form	3.1. Receive the building permit application form with the physical file from DBO.		5 minutes	Receiving Staff
	3.1.1. Record the application and route documents to Evaluators.			
	3.2. For initial evaluation.		2 hours (1 to 3 storey residential; 2- storey commercial and warehouse);	Evaluators
	3.2.1. Verify the zone classification and evaluate plans based on QC Zoning Ordinance; verify compliance to line and grade and other architectural details based on Local Building Code.		30 minutes (Interior renovation)	
	3.2.2. Recommend the issuance of Locational Clearance (LC) or Notice of Action (NOA).		15 minutes	PDO IV

	<p>3.3. Final evaluation.</p> <p>3.3.1. Review the Project Evaluation Report and provide comments or approve the recommendation.</p> <p>3.3.2. Return the physical documents to DBO.</p> <p>3.4. Receive the physical file from DBO with printed LC (affixed eSignature of OIC, ZAU) and Order of Payment (OP); check, approve and affix initials to LC or NOA and Order of Payment for final billing.</p> <p>3.5. Receive LC from DBO to affix the QC seal.</p> <p>3.6. Return the LC to DBO for release.</p>	<p>Residential Processing Fee: ₱ 3.00/m² of TFA</p> <p>Verification Fee : ₱100.00</p> <p>Commercial Processing Fee: ₱ 10.00/m² of TFA;</p> <p>Verification Fee: ₱300.00</p>	<p>5 minutes</p> <p>5 minutes</p>	<p>PDO IV</p> <p>Clerk</p>
4. Receive the copy of LC or NOA thru the releasing counter of DBO				Releasing Clerk DBO
Total			<p>2 hours, 30 minutes (1-3 storey residential, 2-storey commercial & warehouse)</p> <p>1 hour (interior renovation)</p>	