

# 10. LOCATIONAL CLEARANCE FOR BUILDING PERMIT: NEW (REGULAR), RENOVATION, REPAIR, AND ADDITIONAL @ 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:	Developers, Property Lot owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> <li>Tax Clearance/Real Property Tax Receipt &amp; Bill (1 original, 1 photocopy of the current year)</li> <li>Proof of Lot Ownership (whichever is applicable)</li> <li>Transfer Certificate of Title (1 certified true copy)</li> <li>Lease contract (1 photocopy)</li> <li>Award Notice (1 photocopy)</li> <li>Deed of Sale (1 photocopy)</li> <li>Memorandum of Agreement (MOA) (1 photocopy)</li> <li>Affidavit of Consent to construct/Special Power of Attorney (SPA) (1 photocopy)</li> <li>Authority to Sign/Corporate Secretary's Affidavit (1 photocopy)</li> <li>Previous Building Permit/Previous Locational Clearance/Approved Plan for Renovation, Repair &amp; Additional (1 Certified True Copy)</li> <li>Lot Plan (1 set signed &amp; sealed)</li> <li>Architectural Plan (2 sets signed &amp; sealed) &amp; PTR</li> </ul>		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  Licensed Geodetic Engineer Licensed Architect
For Representative <ul style="list-style-type: none"> <li>Duly notarized Authorization Letter/Special Power of Attorney (1 original)</li> <li>Government-issued Identification Card of the person being represented (1 photocopy)</li> <li>Government-issued Identification Card representative (1 photocopy)</li> </ul> Long Folder Supplemental documents: <ul style="list-style-type: none"> <li>Neighbor's firewall consent (1 original, 1 photocopy)</li> <li>HOA Approved plan (2 sets, blueprint of Architectural Plans)</li> <li>DPWH Clearance if located along a national road (1 original, 1 photocopy)</li> </ul>		Registered Lot Owner BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig  BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig  Adjacent neighbor  HOA  Department of Public Works and Highways

<ul style="list-style-type: none"> <li>• MMDA Clearance if along the river, waterways (1 original, 1 photocopy)</li> <li>• Earthquake Hazard Assessment (1 original, 1 photocopy)</li> <li>• Barangay Council Resolution (1 original, 1 photocopy)</li> </ul>		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 application form with the physical file from DBO.		5 minutes	Receiving Staff
	3.2. Transmit the application with physical documents to the evaluators.	Commercial processing Fee: ₱10.00/m² of TFA;		
	3.3. For initial evaluation.	Verification Fee: ₱300.00	1 hour, 30 minutes (for 1 to 3 storey residential, 2-storey commercial and warehouse) ; and 30 minutes (for Interior renovation)	Evaluators
	3.3.1. 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.			
	3.3.2. Recommend the issuance of Locational Clearance (LC) or Notice of Action (NOA) with corresponding remarks.			
	3.3.3.			

	Transmit the physical file for final evaluation.			
	3.4. Final evaluation.		15 minutes	PDO IV
	3.4.1. Review the Project Evaluation Report and approve the recommendation.			Clerk
	3.4.2. Return approved LC to the Evaluator for stamping and signing of architectural plans.		5 minutes	Evaluator
	3.4.3. Print Notice of Action (NOA) with corresponding remarks stating the conditions/justifications with e-Signature.		5 minutes	Evaluator
	3.5. Print LC and final billing for approved LC and affix initials.		5 minutes	OIC-ZAU
	3.6. Review/approve evaluation report/LC, sign OP.		30 minutes	
	3.7. Affix QC logo seal on LC		1 minute	Clerk
	3.8. Transmit the physical file to DBO with LC and OP.		10 minutes	Releasing Staff
Total			2 hours,46 minutes (1-3 storey residential, 2-storey commercial & warehouse)	
			1 hour, 46 minutes (interior renovation)	