

	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"> <li>Transfer Certificate of Title (1 Certified True Copy)</li> <li>Tax Clearance/Real Property Tax Receipt &amp; Bill (1 original, 1 photocopy of the current year)</li> <li>SEC Certificate (1 photocopy)</li> <li>List of Beneficiaries (1 photocopy of Master list))</li> <li>DHSUD Certificate (1 photocopy)</li> </ul>	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)

<ul style="list-style-type: none"> <li>City Council Resolution (For Subd./CMP located in R1 &amp; R2 Zones) (1 photocopy)</li> <li>Lot Plan/Subdivision Plan (2 sets)</li> <li>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> </li> </ul>		<p>QC Council</p> <p>Licensed Geodetic Engineer</p> <p>Registered Lot Owner</p> <p>BIR, Postal ID, DFA, PSA, SSS,GSIS, Pag-Ibig</p> <p>BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification	1.1. Receive the required documents and check the completeness of the requirements.	₱ 200.00	15 minutes	Receiving Staff
	1.2. Issue the Order of Payment for Application Fee		3 minutes	Receiving Staff
2. Pay the Application Fee at the CTO and submit the photocopy of OR	2.1. Check the OR and assign a control number.	Residential Processing Fee: ₱3.00/m <sup>2</sup> of TFA;  Verification Fee : ₱100.00	5 minutes	City Council
	2.1.1. Verify the zoning classification and evaluate the plans based on the QC Zoning Ordinance.		30 minutes	Evaluation Group
	2.1.2. Verify compliance to line and grade and other architectural details based on the Local Building Code.		5 minutes	
	2.2. Set the final evaluation and print the LC/NOA/FC with eSign.		10 minutes	Clerk
	2.3. Print the Order of Payment.		5 minutes	OIC-ZAU
	2.4. Sign the Order of Payment.			

	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"> <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>• 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
		Licensed Geodetic Engineer
		Licensed Architect
<ul style="list-style-type: none"> <li>• 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</li> </ul> </li> </ul>		Registered Lot Owner
		BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig