

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

EXTERNAL SERVICES



SECURING LAND USE AND ZONING APPROVAL FOR BUILDING PERMIT APPLICATIONS

Office or Division :	Office of the Municipal Planning and Development Coordinator
Classification :	Highly Technical
Type of Transaction :	G2C-Government to Citizen, G2B-Government to business entity
Who may avail :	All

CHECKEDLIST OF REQUIREMENTS		WHERE TO SECURE		
Building Permit Application Forms Vicinity Map order of payment Building Plans and Building Permit Forms		MPDO Various Location MTO MPDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 6 sets of Building Plans signed and sealed, Building Permit forms, and ownership of Lot	1. Inspect papers for completeness of requirements	HLURB Guidelines on fees	10 mins.	Nemesis Almento Engineer 1/MPDO
2	2. Validate Site for Contruction if conforming to DPWH High way Act.	None	1 hour	Joselito Azarcon Admin Aide III/MPDO
3	3. Issue order of payment	Fees varies as to classification of structures	5 mins.	Nemesis Almento Engineer 1/MPDO
4. Pay corresponding fees	4. Issue Official Receipt	Depends on order of payment	3 mins.	Collector's / Cashier's Municipal Treasury Office
5	5. Sign the zoning and Land Use Approval	None	5 mins.	Marissa C. Narvios MPDC
6	6. Endorse approval application to office of Building Official	None	5 mins.	Nemesis Almento Engineer 1/MPDO
TOTAL:		Fees depends on transaction	1 hour & 28 mins.	

SECURING LAND USE AND ZONING CERTIFICATION OFFICE OF THE MPDC

Office or Division :	Municipal Planning Office			
Classification :	Highly Technical			
Type of Transaction :	G2C-Government to Citizen, G2B-Government to business entity			
Who may avail :	All			
CHECKEDLIST OF REQUIREMENTS		WHERE TO SECURE		
Lot No./Location Order of pament Cadastral and Land Use Map		MPDO MTO MPDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire as to requirements for Zoning certification	1. Issue order of payment	None	4 mins.	Marissa C. Narvios MPDC
				Cristina Ricafort Admin Aide I/MPDO
2. Pay corresponding fees	2. Issue Official Receipt	₱115.00	3 mins.	Collector's / Cashier's Municipal Treasury Office
3. Present Official Receipt	3. Receive the official receipt and prepare the certification	None	10 mins.	Cristina Ricafort Admin Aide I/MPDO
4	4. Review and sign the certification	None	2 mins.	Marissa C. Narvios MPDC
5. Receive the Zoning Certification	5. Release the Zoning Certification	None	1 min.	Cristina Ricafort Admin Aide I/MPDO
TOTAL:		₱115.00	20 mins.	

SECURING ZONING CERTIFICATION OFFICE OF THE MPDC

Office or Division :	Municipal Planning Office
-----------------------------	---------------------------

Classification :	Highly Technical			
Type of Transaction :	G2C-Government to Citizen, G2B-Government to business entity			
Who may avail :	All			
CHECKEDLIST OF REQUIREMENTS		WHERE TO SECURE		
Building Permit & Occupancy permit order of payment		MPDO MTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit business permit form filled up and signed, attached with Building permit and Occupancy permit	1. Inspect papers for completeness of requirements	None	3 mins.	Cristina Ricafort Admin Aide I/MPDO
				Rechil Completo Admin Aide III/MPDO
2. Pay corresponding fees	2. Issue Official Receipt	P115.00	3 mins.	Collector's / Cashier's Municipal Treasury Office
3. Present Official Receipt	3. Receive the official receipt and prepare the certification	None	10 mins.	Cristina Ricafort Admin Aide I/MPDO
				Rechil Completo Admin Aide III/MPDO
4	4. Review and sign the business permit	None	2 mins.	Marissa C. Narvios MPDC
TOTAL:		₱115.00	18 mins.	

SECURING SUBDIVISION APPROVAL & LOCATIONAL CLEARANCE

Office or Division :	Municipal Planning Office
Classification :	Highly Technical

Type of Transaction :		G2C-Government to Citizen, G2B-Government to business entity		
Who may avail :		All		
CHECKEDLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form		MPDO		
Certified True Copy of Title/Tax Declaration Subdivision		MPDO		
Endorsed Application		SB Office		
Application duly signed by the Vice-Mayor		MPDO		
Order of Payment		MPDO		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire as to requirements	2. Prepare Application Form/briefing and further instruction	None	10 mins.	Marissa C. Narvios MPDC
2. Submit all required documents	2. Receive/review submitted requirements as to completeness and correctness	None	10 mins.	Marissa C. Narvios MPDC
3	3. Endorse application to SB Office for inclusion in ther Agenda (SB Session) every Monday	None	5 mins.	Cristina Ricafort Admin Aide I/MPDO
4	4. Application acted upon by the Council	None	20 mins.	SB Members SB Office
5	5. Approved application returned to MPDO	None	5 mins.	SB Staff SB Office
6. Return to MPDO for order of payment	6. Order of Payment given to client	None	3 mins.	Cristina Ricafort Admin Aide I/MPDO
7. Pay corresponding fees	7. Issue official receipt	P250.00 for Subdivision Approval/For Locational Clearance	3 mins.	Collector's / Cashier's Municipal Treasury Office
8. Claim Subdivision Approval	8. Release Subdivision Approval	None	3 mins.	Cristina Ricafort Admin Aide I/MPDO
TOTAL:		P250.00	59 mins.	

|

