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| **Description of Service:** | ISSUANCE OF LOCATIONAL CLEARANCE FOR BUILDING PERMIT  (CONFORMING TO ZONING CLASSIFICATION) | |
| **Office** | Office of the City Planning and Development Coordinator | |
| **Classification** | Highly Technical Transaction | |
| **Type of Transaction** | G2C, G2B | |
| **Who may avail** | Business Owners, Transacting Clients | |
| **Documentary requirements** | | **Where to secure** |
| 1. Filled-out Locational Clearance For Building Permit Application Form (3 copies) | | Office of the City Planning and Development Coordinator |
| 2. Construction Plans (signed by Registered Civil Engineer, Registered Architect, Registered Structural Engineer, Registered Electrical Engineer, Master Plumber with Owner’s conformity) (1 copy) | | Civil Engineer  Architect  Structural Engineer  Electrical Engineer  Master Plumber (in Private Practice) |
| 3. Photocopies of the PRC ID and current PTR of:  • Civil Engineer/Architect- for Civil/Architectural Plans (1 copy)  • Structural Engineer- for the Structural Computation/Analysis (1 copy)  • Environmental Planner- for the Site Development Plan (if needed) (1 copy)  • Master Plumber- for Sanitary/Rainwater Catchment and 3 Chambers Septic Tank (1 copy)  • Professional Electrical Engineer- for Electrical Plan (1 copy)  • Mechanical Engineer- for Mechanical Plans (1 copy)  • Geodetic Engineer- for Lot and Vicinity Map (1 copy) | | Civil Engineer  Architect  Structural Engineer  Electrical Engineer  Master Plumber (in Private Practice) |
| 4. Perspective Plan with Title Block (4 copies) | | Architect (in Private Practice) |
| 5. Site Development Plans (5 copies) | | Environmental Planner (in Private Practice) - preferred  or Civil Engineer or Architect  (in Private Practice) |
| 6. Bill of Materials/ Project Cost Estimate (signed by Registered Civil Engineer, Registered Architect with Owner’s conformity) (2 copies) | | Architect  Engineer  (in Private Practice) |
| 7. Structural Computation (if applicable) (2 copies) | | Engineer (in Private Practice) |
| 8. Certified true copy of Certificate of Title (2 copies) | | Register of Deeds |
| 9. Certified true copy of Tax Declaration (2 copies) | | Office of the City Assessor |
| 10. RPT Clearance / Current RPT Receipt (2 copies) | | Office of the City Treasurer |
| 11. Barangay Clearance (2 copies) | | Barangay jurisdiction where the building is located |
| 12. Lot Sketch Plan with Vicinity Map and duly signed by a Geodetic Engineer (2 copies) | | Geodetic Engineer (in Private Practice) |
| 13. Clearance from the following if applicable:  - DOE for petroleum & gasoline products (2 copies)  - MGB-DENR if within the hazard prone areas (2 copies) | | DOE  MGB-DENR |
| 14. If development is covered under the EIS System:  - ECC or CNC if applicable (2 copies)  - Environmental Management Plan (EMP) (2 copies)  - Site Development Plan duly signed by Environment Planner or Civil Engineer or Architect for projects requiring ECC (2 copies) | | EMB-DENR |
| 15. In case of representative, please submit the following:  - Special Power of Attorney (1 copy)  - Consent and Authority from Lot Owner (1 copy)  - Duly Notarized Deed of Absolute Sale or Contract of Lease / Sell (1 copy)  - In case of corporation, Secretary’s Certificate and Board Resolution (1 copy)  - Photocopy of Valid ID of representative (1 copy) | | Building Owner/Applicant  Representative |

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| **Client Action** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person in Charge** |
| 1 Submit filled-out Locational Clearance for Building Permit Application Form (3 copies) with complete requirements | * 1. Receive the filled-out Locational Clearance for Building Permit Application Form (3 copies) and check the completeness. |  | 15 minutes | Admin. Clerk (CPDC Office) |
|  | * 1. Review and evaluate documents. |  | 15 minutes | Zoning Staff (CPDC Office) |
| 2 Guide / Assist inspectors during site inspection. | 2.1 Conduct site inspection. |  | 2 hours | Zoning Inspector  (CPDC Office) |
|  | 2.2 Prepare and print evaluation report and Locational Clearance. |  | 20 minutes | Zoning Inspector (CPDC Office) |
|  | 2.3 Review and sign evaluation report and Locational Clearance. |  | 20 minutes | CPDC  (CPDC Office) |
|  | 2.4 Endorse to City Mayor for final approval of Locational Clearance. |  | 1 working day | City Mayor  (Mayor’s Office) |
| 3 Pay the inspection fee and zoning / locational clearance fee at the Office of the City Treasurer and submit the Official Receipt to CPDC Office. | 3.1 Issue Order of Payment. | Refer to Tariff as per City Tax Code | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 3.2 Receive and check the Official Receipt. |  | 15 minutes | Admin. Clerk (CPDC Office) |
| 4 Receive Locational Clearance for Building Permit. | Release Locational Clearance for Building Permit. |  | 15 minutes | Admin. Clerk  (CPDC Office) |
| **Total** | | **Refer to Tariff as per City Tax Code** | **1 working day, 3 hours & 55 minutes** |  |
| **END OF TRANSACTION** | | | | |