

1. SERVICE NAME : **SECURING LOCATIONAL CLEARANCE FOR BUILDING PERMIT**

Service Information : Constructing or renovating residential, commercial and other types of buildings are required to secure a Locational Clearance upon application for a Building Permit. This is done before the start of the construction or renovation to ensure that the building is allowed in the chosen location as per City Land Use Plan (CLUP) and other relevant zoning and land use ordinances.

OFFICE	: OFFICE OF THE CITY ARCHITECT/ZONING ADMINISTRATOR
CLASSIFICATION	: COMPLEX
TYPE OF TRANSACTION	: Government to Citizen/ Government to Government
WHO MAY AVAIL	: Any individual or entity applying for Locational Clearance

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished form	Architect's Office
2. Architectural Plans	
3. Bill of Materials	
4. Specifications	
5. Land Title/Tax Declaration (photocopy }	
6. Updated Real Property Tax Payment Receipt (photocopy)	City Treasurer's Office
7. Environmental Compliance Certificate (ECC) (if required)	DENR
8. Authorization to use land (if land is not owned by the applicant)	
9. Contract of lease (if needed)	
10. Barangay Clearance	Barangay where the project is located
11. Community Tax Certificate	
12. Other documents maybe required for more exhaustive evaluation in support with the application.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application form and requirements	Review application and requirements	none	5 minutes	Antonio Mati Jr. Rommel Galdones Ar. Jason Toquero Ar. Ernesto Gonzalo
2. When inspection is required, the applicant is advised to wait for the scheduled inspection.	Conduct inspection as scheduled	none	1-3 days	Antonio Mati Jr. Rommel Galdones Ar. Jason Toquero Ar. Ernesto Gonzalo
3. Wait for assesment of fees / order of payment, pay to City Treasurer's the corresponding fee.	Issue Order of Payment	Depends upon the assessment	10 minutes	Antonio Mati Jr. Rommel Galdones Ar. Jason Toquero Ar. Ernesto Gonzalo
4. Receive a copy of the Locational Clearance	Prepare, sign and issue the Locational Clearance	none	3 minutes	Rommel Galdones Ar. Jason Toquero Ar. Ernesto Gonzalo

2 SERVICE NAME : **SECURING LOCATIONAL CLEARANCE FOR SPECIAL / ENVIRONMENTALLY CRITICAL**

TYPES OF PROJECT

Service Information : Constructing or renovating Special types of buildings are required to secure a Locational Clearance upon application for a Building permit. This is done before the start of the construction to ensure that the building is allowed in the chosen location as per City Land use Plan (CLUP) and other relevant zoning and land use ordinances.

OFFICE	: OFFICE OF THE CITY ARCHITECT/ZONING ADMINISTRATOR
CLASSIFICATION	: COMPLEX
TYPE OF TRANSACTION	: Government to Citizen/ Government to Government
WHO MAY AVAIL	: Any individual or entity applying for Locational Clearance

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished form	Architect's Office
2. Architectural Plans	
3. Bill of Materials	
4. Specifications	
5. Land Title/Tax Declaration (photocopy }	
6. Updated Real Property Tax Payment Receipt (photocopy)	City Treasurer's Office
7. Environmental Compliance Certificate (ECC)	DENR
8. Authorization to use land (if land is not owned by the applicant)	
9. Contact of lease (if needed)	
10. Zoning Certification	
10. Affidavit of Consent of Abutting Lot Owners	
11. Barangay Resolution endorsing the project with the information that a public hearing was conducted.	Barangay where the project is located
12. Sangguniang Palungsod Resolution for social acceptability with interposing no objection.	Office of the Sangguniang Panlungsod
12. Other documents maybe required for more exhaustive evaluation in support with the application.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application form and requirements	Review application and requirements	none	5 minutes	Antonio Mati Jr. Rommel Galdones Ar. Jason Toquero Ar. Ernesto Gonzalo
2. When inspection is required, the applicant is advised to wait for the scheduled inspection.	Conduct inspection as scheduled	none	1-2 days	Antonio Mati Jr. Rommel Galdones Ar. Jason Toquero Ar. Ernesto Gonzalo
3. The client is advised that their application will be endorsed to the Office	Make an endorsement letter for the application			

of the City Mayor and to the Office of the Sangguniang Panlungsod for their reference and approval.	address to the Office of the City Mayor for its endorsement to the Office of the Sangguniang Panlungsod	none	1 week more or less	Arch. Ernesto C. Gonzalo
4. Upon approval of the SP and the Mayor, a copy of the resolution and or the ordinance shall be submitted to the office of the City Architect followed with the assessment of fees and issuance of the Order of Payment and pay to the City Treasurer's Office.	Issue Order of Payment	Depends upon the assessment	10 minutes	Rommel Galdones Ar. Jason Toquero Ar Ernesto Gonzalo
4. Receive a copy of the Locational Clearance	Prepare, sign and issue the Locational Clearance	none	3 minutes	Rommel Galdones Ar. Jason Toquero Ar. Ernesto Gonzalo

3 SERVICE NAME : **SECURING PRELIMINARY APPROVAL FOR LOCATIONAL CLEARANCE AND DEVELOPMENT PERMIT FOR SUBDIVISION APPROVAL**

Service Information : Pursuant to RA 7160, yet EO 71 series of 1993, the approval of subdivision plans has been devolved to cities and municipalities and the exercise of such devolved powers shall be in accordance with the implementing rules and standards of PD 957 and other related laws as promulgated by HLURB

OFFICE	: OFFICE OF THE CITY ARCHITECT/ZONING ADMINISTRATOR
CLASSIFICATION	: COMPLEX
TYPE OF TRANSACTION	: Government to Citizen/ Government to Government
WHO MAY AVAIL	: Any individual or entity applying for Locational Clearance and Development Permit

CHECKLIST REQUIREMENTS for PALC	WHERE TO SECURE
1. Duly Accomplished form	Architect's Office
2. Site Development Plan	
3. Vicinity Map	
4. Topographic Plan- Boundary lines, Utilities, Ground Elevation to the subdivision Water courses, Proposed public improvements	
5. Survey plan(s) of the lot(s) as described in the TCT(s).	
6. At least 2 copies of original TCT (s) and current Tax receipt. current tax receipt.	
7. Right to use, or deed of absolute sale of right of way for access road, and other utilities when applicable, subject to compensation of private lands.	
8. Certified true copy of DAR conversion order (if agricultural)	DAR

9. Zoning Certification	Architect'sOffice
10. Barangay Resolution endorsing the project with the information that a public hearing was conducted.	Barangay where the project is located
11. Sangguniang Palungsod Resolution for social acceptability with interposing no objection.	Office of the Sangguniang Panlungsod
12. Other documents maybe required for more exhaustive evaluation in support with the application.	

CHECKLIST REQUIREMENTS for DP	WHERE TO SECURE
1. Duly Accomplished form	Architect'sOffice
2. Site Development Plan	
3. Vicinity Map	
4. Topographic Plan- Boundary lines, Utilities, Ground Elevation to the subdivision Water courses, Proposed public improvements	
5. Survey plan(s) of the lot(s) as described in the TCT(s).	
6. At least 2 copies of original TCT (s) and current Tax receipt. current tax receipt.	
7. Right to use, or deed of sale of right of way for access road, and other utilities when applicable, subject to compensation for private land.	
8. Certified true copy of DAR conversion order (if agricultural)	DAR
9. Civil and Sanitary work design	
10. Four copies of water layout duly signed and sealed by appropriate professional.	
11. Zoning Certification	Architect'sOffice

12. Certified True Copy of ECC	DENR
13. Certified true copy of DAR Conversion	DAR
14. At least 2 copies of project description for projects of having an area of at least 1 hectare and above.	
15. Plans, specifications, bill of materials and costs of estimates duly signed and sealed by appropriate professionals.	
16. Application for permit from the National Water resource Board (NWRB).	NWRB
17. Traffic Impact Assessment (TIA) for subdivision 30 hectares and above.	
18. Barangay Resolution endorsing the project with the information that a public hearing was conducted.	Barangay where the project is located
19. Sangguniang Palungsod Resolution for social acceptability with interposing	Office of the Sangguniang Panlungsod

no objection.	
20. Other documents maybe required for more exhaustive evaluation in support with the application.	

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application form and requirements	Review application and requirements	none	1-3 days	Ar.Ernesto Gonzalo
2. When inspection is required, the applicant is advised to wait for the scheduled inspection.	Conduct inspection as scheduled	none	1 day	Rommel Galdones Ar. Jason Toquero Ar Ernesto C. Gonzalo
3. The client is advised that their application will be endorsed to the Office of the City Mayor and to the Office of the Sangguniang Panlungsod for their reference and approval.	Make an endorsement letter for the application address to the Office of the City Mayor for its endorsement to the Office of the Sangguniang Panlungsod	none	1week more or less	Arch. Ernesto c. Gonzalo
4. Upon approval of the SP and the Mayor, a copy of resolution shall be submitted to the Architects Office followed with the assessment of fees and issuance of the Order of Payment.	Issue Order of Payment	Depends upon the assessment	5 minutes	Ar. Jason Toquero Ar Ernesto C. Gonzalo
5. Receive a copy of the Locational Clearance/ Development Permit	Prepare, sign and issue the Locational Clearance	none	3 minutes	Permit prepared in the Office of the City Architect, signed and approved by the City Mayor.

4 SERVICE NAME : SECURING ZONING CLEARANCE FOR BUSINESS PERMIT

Service Information : All new Enterprises shall secure a Zoning Clearance for Business Permit to ensure that the enterprise is allowed in the chosen location as per City Land Use Plan (CLUP), and other relevant land use and zoning ordinances.

OFFICE	: OFFICE OF THE CITY ARCHITECT/ZONING ADMINISTRATOR
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Citizen
WHO MAY AVAIL	: Any individual or entity applying for Locational Clearance and Development Permit

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished Business Permit form	Business Permit and Licensing Office

2. Architectural Plans (if needed)	
3. Bill of Materials (if needed)	
5. Land Title/Tax Declaration (photocopy)	
6. Updated Real Property Tax Payment Receipt (photocopy)	City Treasurer's Office
7. Authorization to use land or Contract of Lease (if land is not owned by the applicant)	
8. Barangay Clearance	Barangay where the business is located
9. Community Tax Certificate	
10. Other documents maybe required for more exhaustive evaluation in support with the application.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application form and requirements	Review application and requirements	none	2 minutes	Antonio Mati Jr. Rommel Galdones Ar. Jason Toquero Ar. Ernesto Gonzalo
2. When inspection is required, the applicant is advised to wait for the scheduled inspection.	Conduct inspection as scheduled	none	1- day	Antonio Mati Jr. Rommel Galdones Ar. Jason Toquero Ar. Ernesto Gonzalo
3. Wait for assesment of fees / order of payment, pay to City Treasurer's the corresponding fee.	Issue Order of Payment	Depends upon the assessment	3 minutes	Antonio Mati Jr. Rommel Galdones Ar. Jason Toquero Ar. Ernesto Gonzalo
4. Receive a copy of the Zoning Clearance for Business Permit.	Prepare, sign and issue the Locational Clearance	none	3 minutes	Rommel Galdones Ar. Jason Toquero Ar. Ernesto Gonzalo

- 5 SERVICE NAME : **SECURING ZONING CERTIFICATION FOR LAND USE OR ZONING CLASSIFICATION**
- Service Information : Zoning Certification for Land Use or Zoning Classification is secured or required by individuals or entity to ascertain the land use or zoning classification of a certain parcel of land as reference for land development that shall conform with the City Land Use Plan (CLUP). It is also required by the Department of Environment and Natural Resources (DENR) as a requirement in their issuance of Environmental Compliance Certificate (ECC), and Pre-patent Land Titli

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CLASSIFICATION	: SIMPLE
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WHO MAY AVAIL	: Any individual or entity applying for Locational Clearance and Development Permit

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Land Title/Tax Declaration (photocopy)	
2. Updated Real Property Tax Payment	City Treasurer's Office

Receipt (photocopy)	City Treasurer's Office
3. Deed of Absolute Sale or any Legal Document to prove land ownership (if land is not owned by the applicant)	
4. Vicinity Map / Locatiion Map	Assessor's Office

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements and file application	Review application and requirements	none	3 minutes	Antonio Mati Jr. Rommel Galdones Ar. Jason Toquero Ar. Ernesto Gonzalo
2. When inspection is requied, the applicant is advised to wait for the scheduled inspection.	Conduct inspection as scheduled	none	1- day	Rommel Galdones Ar. Jason Toquero Ar Ernesto C. Gonzalo
3. Wait for assesment of fees / order of payment, pay to City Treasurer's the corresponding fee.	Issue Order of Payment	Depends upon the assessment	5 minutes	Antonio Mati Jr. Rommel Galdones Ar. Jason Toquero Ar. Ernesto Gonzalo
4. Receive a copy of the Zoning Certification	Prepare, sign and issue the Zoning Certification	none	3 minutes	Arch. Ernesto c. Gonzalo