



City Planning and Development Coordinator's Office – Zoning Administration External Services





1. Application for Locational Clearance for Building Permit: New, Renovation & Interior Renovation (Partial One-Stop Shop)

All applicants constructing a new building or applying for expansion/renovation are required to secure Locational Clearance as a pre-requisite for the building permit. The Locational Clearance is a document that shows conformity of the proposed structure as per the Comprehensive Land Use Plan (CLUP).

Classification: Simple Type of G2C - Government to Citizen, G2B - Government to Business Entity, Transaction: G2G - Government to Government Who may avail: All CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Notarized Application Form (1 Original Copy) City Planning and Development Coordinator's Office - Zoning Administration 2. Signed and sealed Architectural Plan (6 Sets) Licensed Architect or Engineer Sets) 3. Certified True Copy of Land Title/s (1 Photocopy) Registry of Deeds 4. Certified True Copy of Tax Declaration City Assessor's Office (1 Photocopy) City Treasurer's Office 5. Grund Verification Survey with Vicinity Geodetic Engineer Map (1 Original Bueprint/A3 Paper) Ticensed Engineer 7. Signed and sealed Bill of Materials (1 Original Copy) Licensed Engineer 9. Valid I.D. of Neighbors (1 Photocopy), such as but not limited to: Valida I.D. of Neighbors (1 Photocopy), such as but not limited to: ✓ Nastional I.D.; PRC I.D.; PRC I.D.; ✓ PRC I.D.; PRC I.D.; PRC I.D.; ✓ NBI Clearance; and Certificate of Title or Tax Declaration; Ø Declaration; Applicant Declaration; Applic	Office or Division:	City Planning and Development Coordinator's Office – Zoning Section			
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✓ Contract of Lease. Applicant If applicant is a corporation: 11. Secretary Certificate (1 Original Copy) Corporation					
11. Secretary Certificate (1 Original Copy) Corporation					
	If applicant is a corpor	ration:			
	11. Secretary Certificate	e (1 Original Copy)	Corporation		
12. Valid 1.0. Of Authonzing Party and Authonzing Party and Applicant	12. Valid I.D. of Authoriz		Authorizing Party and Applicant		

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Representative (1 Phot	ocopy), such as			
but not limited to:				
✓ National I.D.;		Philippine S	tatistics Authority	/ (PSA)
✓ Driver's License;			portation Office (
✓ Passport;			of Foreign Affair	rs (DFA)
✓ Postal I.D.;		Nearest Pos		
✓ PRC I.D.;			egulatory Comm	
✓ NBI Clearance; a			reau of Investiga	
✓ Other accepted feed	orms of		office or agency	
identification.			n is being applied	to
If the project is located				
1. Homeowner's Associ	. ,	HA Office w	here the project	is located
Resolution interposing r	no objection (1			
Photocopy)				
If application is proces				
1. Special Power of Atto		Authorizing	Party and Applic	ant
(SPA)/Authorization Let	ter (1 Original			
Copy)				
2. Consularized SPA (if	applicant is		mbassy abroad	where the applican
residing abroad)		resides		
3. Valid I.D. of Authorizi	•			
Representative 1 Photo	copy), such as but			
not limited to:				
✓ National I.D.;			tatistics Authority	
 ✓ Driver's License; 			portation Office (
✓ Passport;			of Foreign Affair	S (DFA)
✓ Postal I.D.;		Nearest Pos	-	viscion (DDC)
✓ PRC I.D.;	un d		egulatory Comm	
✓ NBI Clearance; a			reau of Investiga office or agency	
 Other accepted for identification. 				
	ant proportion	Identification	n is being applied	
If project abuts to adja 1. Neighbor's Consent F		Broporty ow	ners adjacent to	project cite
-	onn (TOnginal			project site
Copy) If project will generate	a large volume of	traffia		
1. Traffic Impact St			anonort Enginee	r
Original Copy)	atement (115) (1		ansport Enginee	
For all development p	roposals in flood n	ropo aroas a	nd all major pro	nocale likely to
affect the existing drai		ione areas a	nu an major pro	posais likely to
		Licensed Ci	vil/Sanitary Engi	neer or
1. Drainage Impact Assessment Study (DIAS) (1 Original Copy)		Licensed Civil/Sanitary Engineer or Environmental Planner		
For projects located in			LS Rosario	
Sampaguita, San Anto				
1. Certification of prope		City Disasta	r Risk Reduction	and Management
faultline (1 Original Cop		Office (CDR		and management
	AGENCY	FEES TO	PROCESSIN	PERSON
CLIENT STEPS	ACTIONS	BEPAID	G TIME	RESPONSIBLE
1. Proceed to the	1. Explain to the	None	10 minutes	Zoning Inspector



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be oriented on the list of requirements.	requirements for the Locational Clearance.	None		Clerk (Job Order) CPDCO
	1.1 Verify zoning classification and check if the project conforms to the provisions of the Zoning Ordinance. Write amount to be paid on the unified assessment sheet.	Based on the 2013 HLURB Schedule of Fees	30 minutes	Planning Officer II Or Draftsman I Or Engineer I CPDCO
	1.2 Review and approve/disapprov e the application.	None	10 minutes	Acting Zoning Officer Or Planning Officer I CPDCO
	1.3 Release the approved LC to the client.	None	5 minutes	Zoning Inspector Or Clerk (Job Order) CPDCO
	TOTAL:	Based on the 2013 HLURB Schedule of Fees	55 Minutes	



Zoning / Locational Clearance Fees

A. Single residential structure attache	d or detached
1. P100,000 and below	P288
2. Over P100,000 to P200,000	P576
3. Over P200,000	P720 + (1/10 of 1% in excess of P200,000)
B. Apartments/Townhouses	
1. P500,000 and below	P1,440
2. Over P500,000 to 2 Million	P2,160
3. Over 2 Million	P3,600 + (1/10 of 1% of cost in excess of P2.M
	regardless of the number of floors)
C. Dormitories	
1. P2 Million and below	P3,600
2. Over 2 Million	P3,600 + (1/10 of 1% of cost in excess of P2.M
	regardless of the number of floors
D. Institutional	
1. Below P2 Million	P2,880
2. Over 2 Million	P2,880 + (1/10 of 1% of cost in excess of P2.M)
E. Commercial, Industrial and Agro-In	dustrial Project Cost of which is:
1. Below P100,000	P1,440
2. Over P100,000 – P500,000	P2,160
3. Over P500,000	P2,880
4. Over P1 Million – P2 Million	P4,320
5. Over P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
F. Special Uses/Special Projects (Gas	oline Station, Cell Sites, Slaughter House,
Treatment Plants, etc.)	
1. Below P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
2. Over P2 Million	
G. Alteration / Expansion (affected	Same as the original application
areas/cost only)	
Source: HI LIRB 2013 Schedule of Fees	

Source: HLURB 2013 Schedule of Fees



2. Application for Locational Clearance for Business Permit (New) – One-Stop Shop

All applicants applying for a business permit are req uired to secure Locational Clearance for business permit purposes. This document is proof that the proposed business is allowed in the subject property in accordance with the Comprehensive Land Use Plan (CLUP).

Office or Division:	ffice or Division: City Planning and Development Coordinator's Office – Zoning Section			
Classification:	Simple			
Type of	G2C – Government	t to Citizen		
Transaction:				
Who may avail:	All			
CHECKLIST OF R		WHERE TO SECURE		
1. Application Form with	n Unified Clearance	Business Permits and Licensing Office (BPLO)		
(1 Original Copy)				
2. Certified True Copy of	of Land Title (1	Registry of Deeds		
Photocopy)	· · · · ·			
3. Barangay Business (Clearance (1	Barangay where the business is located		
Photocopy)				
4. Picture of business e	stablishment (1	Applicant		
Original Copy)				
5. Building Permit (1 Ph	notocopy)	Applicant		
6. Occupancy Permit (1	Photocopy)	Applicant		
If the property is not u	under the name of t	he applicant:		
7. Proof of ownership o	ver the land (1			
Photocopy), such as bu				
✓ Certificate of Title	e or Tax	Registry of Deeds		
Declaration;				
✓ Deed of Sale;		Applicant		
✓ Deed of Donation; and		Applicant		
✓ Contract of Leas		Applicant		
If the business is loca				
8. Homeowner's Assoc		HA where the business is located		
Clearance for Business	· · · ·			
If the applicant is a co				
9. Secretary Certificate	• • •	Corporation		
10. Valid I.D. (1 Photoc	opy), such as but			
not limited to:				
✓ National I.D.;		Philippine Statistics Authority (PSA)		
 ✓ Driver's License; ✓ Decement: 		Land Transportation Office (LTO)		
✓ Passport;		Department of Foreign Affairs (DFA)		
✓ Postal I.D.;		Nearest Post Office		
 ✓ PRC I.D.; ✓ NBI Clearance; and 		Philippine Regulatory Commission (PRC)		
		National Bureau of Investigation (NBI)		
 ✓ Other accepted 1 identification. 	UTTIS UI	Respective office or agency where the		
	and through a rea	identification is being applied to		
If application is proce 1. Special Power of Atte				
T. Special Power of Allo	Jiney	Authorizing Party and Applicant		





(SPA)/Authorization Le Copy)	tter (1 Original			
2. Consularized SPA (ir residing abroad)	f applicant is	Philippine Embassy abroad where the applicant resides		
 3. Valid I.D. of Authorizing Party and Representative 1 Photocopy), such as but not limited to: ✓ National I.D.; ✓ Driver's License; ✓ Passport; ✓ Postal I.D.; 		Philippine S Land Trans Department Nearest Pos	tatistics Authorit portation Office (of Foreign Affai st Office tegulatory Comn	(LTO) rs (DFA)
 ✓ PRC I.D.; ✓ NBI Clearance; ✓ Other accepted identification. 		National Bu Respective	reau of Investiga office or agency n is being applie	ation (NBI) where the
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit the complete requirements to the front desk.	1. Receive the complete requirements and check for completeness.	None	10 minutes	Clerk BPLO
2. Assist the Joint Inspection Team (JIAT) in conducting the inspection.	2. Conduct the inspection and check if the proposed business activity is permitted in accordance with the Zoning Ordinance.	None	1 day	JIAT
	2.1 If there are incomplete requirements or findings, indicate it on the clearance form and return it to the client.	None	2 minutes	Zoning Inspector I Or Draftsman I Or Inspector (Job Order) CPDCO
	2.2 Assess fees to be paid and sign the unified clearance form	Refer to the 2013 HLURB Schedule of Fees	5 minutes	Zoning Inspector I Or Draftsman I Or Inspector (Job Order) CPDCO
3. Receive signed Unified Clearance Form and proceed to the other regulatory offices for their	3. Release signed Unified Clearance Form.	None	5 minutes	Zoning Inspector I Or Inspector (Job Order) Or Draftsman (Job Order) CPDCO





respective clearances.				
	TOTAL:	Refer to the 2013 HLURB Schedule of Fees	1 Day and 22 Minutes	

Zoning / Locational Clearance Fees (based on 2013 HLURB Schedule of Fees)

ar dataabad
or detached P288
P576
P720 + (1/10 of 1% in excess of P200,000)
P1,440
P2,160
P3,600 + (1/10 of 1% of cost in excess of P2.M
regardless of the number of floors)
P3,600
P3,600 + (1/10 of 1% of cost in excess of P2.M
regardless of the number of floors
P2,880
P2,880 + (1/10 of 1% of cost in excess of P2.M)
ustrial Project Cost of which is:
P1,440
P2,160
P2,880
P4,320
P7,200 + (1/10 of 1% of cost in excess of P2.M)
line Station, Cell Sites, Slaughter House,
P7,200 + (1/10 of 1% of cost in excess of P2.M)
P7,200 + (1/10 of 1% of cost in excess of P2.M)
Same as the original application
• • • • • • • • • • • • • • • • • • • •



3. Application for Locational Clearance for Business Permit (Renewal & Compliance) – One-Stop Shop

All applicants applying for a business permit are required to secure Locational Clearance for business permit purposes. This document is proof that the proposed business is allowed in the subject property in accordance with the Comprehensive Land Use Plan (CLUP).

Office or Division:	City Planning and Development Coordinator's Office – Zoning Section			
Classification:	Simple			Ť
Type of	G2B – Government to Business Entity, G2G – Government to			overnment to
Transaction:				
Who may avail:	Existing Business C	Owners		
CHECKLIST OF R	EQUIREMENTS		WHERE TO S	ECURE
1. Unified Clearance (1	Original Copy)	Business Permits and Licensing Office		
2. Business Permit (1 F	Photocopy)	Applicant		
3. Previous Locational	Clearance (1	Applicant		
Photocopy)				
4. Supplemental Docur	ments (whichever is			
applicable, 1 Photocop	• /			
🖌 🗸 🖌 🖌 🖌 🖌 🖌	ess Clearance	Barangay w	/here business is	s located
✓ Building Permit		Applicant		
✓ Certificate of Oc		Applicant		
✓ Homeowner's C	learance		r's Association C	Office where business
		is located		
If application is proce				
5. Special Power of Att		Authorizing	Party and Applie	cant
(SPA)/Authorization Le	tter (1 Original			
Copy)				
6. Consularized SPA (if applicant is			mbassy abroad	where the applicant
residing abroad)	·	resides		
7. Valid I.D. of Authoriz				
Representative 1 Photo not limited to:	bcopy), such as but			
		Dhilipping S	Statiatica Authorit	
✓ National I.D.;			Statistics Authorit	
 ✓ Driver's License ✓ Passport; 	,	Land Transportation Office (LTO) Department of Foreign Affairs (DFA)		
✓ Postal I.D.;		Nearest Post Office		
✓ PRC I.D.;		Philippine Regulatory Commission (PRC)		nission (PRC)
✓ NBI Clearance;	and	National Bureau of Investigation (NBI)		
✓ Other accepted			office or agency	
identification.			n is being applie	
	AGENCY	FEES TO	PROCESSIN	PERSON
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE
1. Submit Unified	1. Receive the	None	5 minutes	Clerk
Business Application	complete			BPLO
Form for assessment	requirements and			
and verification.	check for	E - The		10
	completeness.	all		





2. Assist the Joint Inspection Team (JIAT) in conducting the inspection.	2. Conduct the inspection and check if the proposed business activity is permitted in accordance with the Zoning Ordinance.	None	1 day	JIAT
	2.1 If there are incomplete requirements or findings, indicate it on the clearance form and return it to the client.	None	2 minutes	Inspector (Job Order) CPDCO
	2.2 Assess fees to be paid and sign the unified clearance form	Refer to the 2013 HLURB Schedule of Fees	5 minutes	Acting Zoning Officer Or Draftsman (Job Order) CPDCO
3. Receive signed Unified Clearance Form and proceed to the other regulatory offices for their respective clearances.	3. Release signed Unified Clearance Form.	None	5 minutes	Zoning Inspector I Or Inspector (Job Order) Or Draftsman (Job Order) CPDCO
	TOTAL:	Refer to the 2013 HLURB Schedule of Fees	1 Day and 17 Minutes	



4. Application for Locational Clearance for Building Permit: Special Use Permit

The Locational Clearance is issued to the applicants as a pre-requisite in the issuance of Building Permit to guarantee that proposed structure is in compliance with the Zoning Ordinance. The Special Use Permit is issued through a resolution approved by the City Council allowing the project for such use on the lot or property. The uses that require a Special Use Permit are Gasoline/Auto-LPG, Waste Disposal Facility, Radio and Television Transmitting Stations, Telecommunication Tower (Greenfields), Heliports/Helipads, Abattoir/Slaughterhouse, Cockpits/Race Tracks, Transport Terminals, Transport Garage, Cemeteries, Funeral Parlor/ Memorial Chapel/Mortuary, Crematorium/Columbarium.

Office or Division:	City Planning and Development Coordinator's Office – Zoning Section		
Classification:	Complex		
Type of	G2C – Government to Citizen, G2B – Government to Business Entity,		
Transaction:			
Who may avail:	Simple		
CHECKLIST OF R		WHERE TO SECURE	
1. Letter of Intent (1 Or Receiving Copy)	•	Applicant	
2. Notarized Application Copy)		Zoning Office	
3. Signed and sealed A (6 Original Sets)		Licensed Architect	
4. Certified True Copy of Photocopy)		Registry of Deeds	
 5. Proof of ownership of Photocopy), such as bu ✓ Certificate of Titl Declaration; ✓ Deed of Sale; ✓ Deed of Donatio ✓ Contract of Lease 	it not limited to: e or Tax n; and	Applicant	
6. Certified True Copy ((1 photocopy)	of Tax Declaration	Applicant	
7. Current Tax Receipt		City Treasurer's Office	
8. Ground Verification 8 Map (1 Original in Blue	print/A3 Paper)	Applicant	
9. Signed and sealed B Original Set)		Licensed Engineer	
10. Barangay Clearance (1 Photocopy)		Barangay where the project will be located	
11. Sangguniang Panlu (1 Photocopy) (<i>Note: N</i> for Telecommunication	o longer required s Tower projects)	Sangguniang Panlungsod Secretariat's Office	
If project will generate			
12. Traffic Impact State Photocopy)	VILE -	Licensed Transport Engineer	
If applicant is a corpo	ration:		



LUNGSOD NG	
SAN PEDR	
una sa laguna	

	13. Secretary Certificate		Corporation		
	14. Valid I.D. (1 Photoc	opy), such as but			
	not limited to:				
	✓ National I.D.;		Philippine S	tatistics Authorit	y (PSA)
	✓ Driver's License;		Land Trans	portation Office ((LTO)
	✓ Passport;		Department	of Foreign Affai	rs (DFA)
	✓ Postal I.D.;		Nearest Po		()
	✓ PRC I.D.;			legulatory Comn	hission (PRC)
	✓ NBI Clearance; a	and		reau of Investiga	
	identification.		Respective office or agency where the identification is being applied to		
If project abuts to adjacent properties:					
			Droporty ou	nora adiacont ta	project site
	15. Neighbor's Consen	t Form (T Original	Property ow	ners adjacent to	project site
	Copy)				
	If application is done				
	16. Special Power of At		Authorizing	Party and Applic	cant
	(SPA)/Authorization Le	tter (1 Original			
	Čopy)				
	17. Consularized SPA	if owner is residing	Philippine E	mbassy abroad	where the applicant
	abroad)		resides		
	18. Valid I.D. of Authori	zing Party and			
	Representative 1 Photo				
	not limited to:				
	✓ National I.D.;		Philipping S	tatistics Authorit	V (PSA)
	✓ Driver's License			portation Office (
		,			,
	✓ Passport;		Department of Foreign Affairs (DFA)		
	✓ Postal I.D.;		Nearest Post Office Philippine Regulatory Commission (PRC)		
	✓ PRC I.D.;				
✓ NBI Clearance; and			reau of Investiga		
	 Other accepted t 	forms of		office or agency	
	identification.			n is being applie	
	For all development p		rone areas a	nd all major pro	oposals likely to
	affect the existing dra	inage regime:			
	19. Drainage Impact	Assessment Study	Licensed Ci	vil/Sanitary Engi	neer or
	(DIAS) (1 Original Copy		Environmental Planner		
	For Passive Telecom		Infrastructu	re (PTTI) fifty (5	0) meters or higher
	above the elevation of			, , , (.	,
	20. Height Cleara		Civil Aviatio	n Authority of the	e Philippines (CAAP)
	Photocopy)			in reaction by or the	
		AGENCY	FEES TO	PROCESSIN	PERSON
	CLIENT STEPS				
	1 Outputs it the set of	ACTIONS	BE PAID	G TIME	RESPONSIBLE
	1. Submit the Letter	1. Receive the	None	5 minutes	Receiving Officer
	of Intent (LOI) to the	LOI and endorse it			Sangguniang
	Sangguniang	to the Committee.			Panlungsod
	Panlungsod through				Secretariat's Office
	the Committee on	1.1 Prepare	None	1 day	Secretariat
	Land Use, Housing	endorsement of			Sangguniang
	and Urban	the request to the			Panlungsod
	Development and	Zoning Office for	1.1.1.1.1.1	1	Secretariat's Office
	wait for the schedule	evaluation.			1
					292 Page





				HILL
of the committee hearing.	1.2 Endorse request to the Zoning Office for evaluation	None	5 minutes	Receiving Staff Sangguniang Panlungsod Secretariat's Office
	1.3 Evaluate the project based on	None	10 minutes	Planning Officer II Or
	the submitted requirements and compliance to the Zoning Ordinance.			Draftsman I Or Engineer I CPDCO
	1.4 Review the project evaluation	None	10 minutes	Acting Zoning Officer
	report and approve or disapprove the application.			Or <i>Planning Officer II</i> CPDCO
2. Attend the scheduled committee hearing for deliberation	2. Conduct committee hearing	None	1 hour	Sangguniang Panlungsod Committee on Land Use, Housing, and Urban Development
3. Submit the approved City Council Resolution and all other requirements	3. Receive and check documents for completeness.	None	5 minutes	Zoning Inspector I Or Clerk (Job Order) CPDCO
4. Pay the required fees at the City Treasury Office	4. Prepare Order of Payment	Refer to the 2013 HLURB Schedule of Fees	5 minutes	Zoning Inspector I CPDCO
	4.1 Receive and validate Official Receipt	None	2 minutes	Zoning Inspector I Or Clerk (Job Order) CPDCO
5. Receive Special Use Permit (SUP)	5. Prepare the SUP.	None	5 minutes	Zoning Inspector I CPDCO
	5.1 Sign LC and SUP and stamp/sign the architectural plans	None	5 minutes	Acting Zoning Officer Or Planning Officer II CPDCO
-0	5.2 Release the SUP and stamped/signed	None	5 minutes	Zoning Inspector I Or Clerk (Job Order)





architectural plans			CPDCO
TOTAL:	Refer to the 2013 HLURB Schedule of Fees	1 Day, 1 Hour, and 57 Minutes (excluding time period for scheduling the committee hearing)	

Zoning / Locational Clearance Fees (based on 2013 HLURB Schedule of Fees)

Special Uses/Special Projects (Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)		
1. Below P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)	
2. Over P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)	



5. Application for Zoning Certification

A Zoning Certification certifies the current use of the property as per the approved Comprehensive Land Use Plan (CLUP). This can also be used to transact with other government agencies.

assification: Simple ype of G2C – Governmen				
G2C – Governmen				
	t to Citizen, G2B – Government to Business Entity,			
ansaction: G2G – Governmer	t to Government			
ho may avail: Simple				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Notarized Application Form (1 Original	Zoning Office			
рру)				
Signed and sealed Lot Plan with Vicinity	Architect			
ap, showing the property with landmarks				
Original Copy)				
Certified True Copy of Land Title (1	Registry of Deeds			
notocopy)				
Proof of ownership over the land (1	Applicant			
notocopy), such as but not limited to:				
✓ Certificate of Title or Tax				
Declaration;				
✓ Deed of Sale;				
✓ Deed of Donation; and				
✓ Contract of Lease.				
Certified True Copy of Tax Declaration	Applicant			
photocopy)				
Current Tax Receipt (1 Photocopy)	City Treasurer's Office			
Picture of property (1 Original Copy)	Applicant			
applicant is a corporation:	Correction			
Secretary Certificate (1 Photocopy)	Corporation			
Valid I.D. (1 Photocopy), such as but				
t limited to:	Dhilipping Statistics Authority (DSA)			
✓ National I.D.;	Philippine Statistics Authority (PSA)			
 ✓ Driver's License; ✓ Passport; 	Land Transportation Office (LTO) Department of Foreign Affairs (DFA)			
 ✓ Postal I.D.; 	Nearest Post Office			
✓ PRC I.D.;	Philippine Regulatory Commission (PRC)			
 ✓ NBI Clearance; and 	National Bureau of Investigation (NBI)			
 ✓ Other accepted forms of 	Respective office or agency where the			
identification.	identification is being applied to			
,				
	Philippine Embassy abroad where the applicant			
road)	resides			
. Valid I.D. of Authorizing Party and				
presentative (1 Photocopy), such as but				
application is done through a represer . Special Power of Attorney PA)/Authorization Letter (1 Original py) . Consularized SPA (if owner is residing	Authorizing Party and Applicant Philippine Embassy abroad where the applicant			



not limited to: ✓ National I.D.; ✓ Driver's License; ✓ Passport; ✓ Postal I.D.; ✓ PRC I.D.; ✓ NBI Clearance; and ✓ Other accepted forms of identification.		Philippine Statistics Authority (PSA) Land Transportation Office (LTO) Department of Foreign Affairs (DFA) Nearest Post Office Philippine Regulatory Commission (PRC) National Bureau of Investigation (NBI) Respective office or agency where the identification is being applied to			
	CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON
	1. Submit the complete requirements.	ACTIONS 1. Verify the correctness and completeness of the requirements.	BE PAID None	G TIME 10 minutes	RESPONSIBLE Zoning Inspector I Or Clerk (Job Order) CPDCO
		1.1 Verify the zoning classification of the subject property.	None	10 minutes	Acting Zoning Officer CPDCO
	2. Pay the required fee at the Treasury Office and present	2. Prepare Order of Payment	None	5 minutes	Zoning Inspector I CPDCO
	the official receipt to the Zoning Office.	2.1 Receive payment and issue official receipt.	Certificati on fee: P720/ha.	5 minutes	<i>Collection Clerk</i> Treasury Office
		2.2 Receive and verify official receipt.	None	5 minutes	Zoning Inspector I CPDCO
	3. Receive Zoning Certification and sign in the releasing	3. Prepare Zoning Certification	None	10 minutes	Zoning Inspector I CPDCO
	logbook.	3.1 Sign Zoning Certification	None	5 minutes	Acting Zoning Officer Or Planning Officer II
		3.2 Release Zoning Certification	None	5 minutes	CPDCO Zoning Inspector I Or Clerk (Job Order) CPDCO
		3.3 Assist client in signing the logbook.	None	5 minutes	Zoning Inspector I Or Clerk (Job Order) CPDCO
	-00	TOTAL:	Certificati on fee: P720/ha	1 Hour	<u></u>



6. Request for Reclassification

Any association or group of persons who wish to reclassify a property may request for such with the City Council. A resolution will be passed by the Council upon approval.

Office or Division:	City Planning and Development Coordinator's Office – Zoning Section			
Classification:	Highly Technical			
Type of		t to Citizen, G2B – Government to Business Entity,		
Transaction:	G2G – Government	t to Government		
Who may avail:	Simple			
CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE		
1. Request Letter addre	2	Applicant (template can be secured from the		
Mayor through the San		Zoning Office		
Panlungsod (1 Original	Copy, 1 Receiving			
Сору)				
2. Certified True Copy of	of Land Title (1	Registry of Deeds		
Photocopy)				
3. Proof of ownership o		Applicant		
Photocopy), such as bu				
✓ Certificate of Title	e or Tax			
Declaration;				
✓ Deed of Sale;				
✓ Deed of Donatio	-			
✓ Contract of Leas				
4. Certified True Copy of	of Tax Declaration	Applicant		
(1 photocopy)				
5. Current Tax Receipt		City Treasurer's Office		
6. Vicinity Map (1 Origin		Licensed geodetic engineer		
7. Zoning Certification (Zoning Office		
8. Locator Map with La	ndmark (1 Original	Applicant		
Copy)				
9. Certificate from the A	Assessor's Office (1	City Assessor's Office		
Photocopy)	internesing pe	Decension Hell where the preparty is leasted		
10. Barangay resolution		Barangay Hall where the property is located		
objection (1 Photocopy				
If property is inside a 11. Homeowner's Asso		Homeowner's Association Office where the		
interposing no objection		property is located		
If applicant is a corpo		Securities and Evolution (SEC)		
12. SEC Registration (1		Securities and Exchange Commission (SEC)		
13. Secretary Certificate		Corporation		
14. Valid I.D. (1 Photoc	opy), such as but			
not limited to:		Philipping Statistics Authority (DSA)		
✓ National I.D.;		Philippine Statistics Authority (PSA)		
 ✓ Driver's License; ✓ Passport; 		Land Transportation Office (LTO)		
 ✓ Passport; ✓ Postal I.D.; 		Department of Foreign Affairs (DFA) Nearest Post Office		
 ✓ Postal I.D.; ✓ PRC I.D.; 		Philippine Regulatory Commission (PRC)		
 ✓ PRC I.D.; ✓ NBI Clearance; a 	and	National Bureau of Investigation (NBI)		
		Trational Duleau of Investigation (INDI)		





 ✓ Other accepted tidentification. 	forms of		office or agency n is being applie	
If application is done	through a represen			
9. Special Power of Atte (SPA)/Authorization Let Copy)	orney	Authorizing Party and Applicant		
10. Consularized SPA (if applicant is residing abroad)		Philippine Embassy abroad where the applicant resides		
residing abroad) 11. Valid I.D. of Authorizing Party and Representative 1 Photocopy), such as but not limited to: ✓ National I.D.; ✓ Driver's License; ✓ Passport; ✓ Postal I.D.; ✓ PRC I.D.; ✓ NBI Clearance; and ✓ Other accepted forms of identification.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit the complete requirements.	1. Verify the correctness and completeness of the requirements.	None	10 minutes	Zoning Inspector I Or Clerk (Job Order) CPDCO
2. Assist the personnel in conducting inspection of the property (if necessary)	2. Conduct inspection of the property.	None	1 day	Zoning Inspector I Or Draftsman (Job Order) CPDCO
3. Attend the committee hearing to deliberate on the re- zoning of the property.	3. Prepare endorsement to the Sangguniang Panlungsod.	None	5 minutes	Zoning Inspector I CPDCO
	3.1 Forward signed endorsement with requirements to the Mayor's Office through the City Administrator for approval.	None	5 minutes	Zoning Inspector I CPDCO
	3.2 Sign endorsement.	None	1 day	<i>City Administrator</i> City Administrator's Office





	3.3 Forward endorsement to the Vice-Mayor's Office	None	5 minutes	Zoning Inspector I Or Clerk (Job Order) CPDCO
	3.4 Attend scheduled committee hearing	None	1 hour	Acting Zoning Officer Or Planning Officer II CPDCO
4. Receive copy of resolution approving the re-zoning (through the Sangguniang Panlungsod)	4. Receive file copy of the resolution approving the re- zoning of the property	None	5 minutes	Zoning Inspector I Or Clerk CPDCO
	TÓTAL:	None	2 Days, 1 Hour and 35 Minutes (excluding processing time to schedule hearing)	



7. Application for Alteration Permit (Preliminary and Final Subdivision Development Plan)

Alteration Permit is applied by owner and/or developer of a previously approved Development Permit of a subdivision that would like to undergo an alteration in category and/or other details of their subdivision.

Office or Division:	Office of the Zoning Officer		
Classification:	Complex		
Type of	G2C or G2B		
Transaction:			
Who may avail:	All		
CHECKLIST OF REQ	UIREMENTS	WHERE	то
PRELIMINARY REQU	IREMENTS	SECURE	
1. Letter of Intent (1 Or		Applicant	
	Plan (Schematic Plan) at a scale ranging from 1:200	Applicant	
to 1:2,000 showing playgrounds and other prepared, signed and environmental planne	the proposed layout of streets, lots, parks and features in relation to existing conditions in the area sealed by any licensed and registered architect, r, civil engineer, or geodetic engineer (2 Original	Аррісан	
engineer: (a) Vicinity well as existing faciliti property boundaries of Topographic Plan to in (1) Boundary Lines: geographic coordinate Monument (BLLM); (2) Streets, easements project and adjacent su (3) Utilities within ar location, sizes and in sewers; location of ga and street lights, if a adjacent to the subdiv of nearest one, showin (4) Ground elevation of 2%, indicate spot ele channels and at sele directions: for ground with an interval of not land or need for mo drawings. (5) Water courses,	nd adjacent to the proposed subdivision project; vert elevations of sanitary and storm or combined as lines, fire hydrants, electric and telephone poles any. If water mains and sewers are not within or ision, indicate the direction and distance to and size of invert elevations of sewers, if applicable. of the subdivision: for ground that slopes less than vations at all breaks in grade, along all drainage cted points not more than 25 meters apart in all that slopes more than 2%, either indicate contours at more than 0.5 meter if necessary due to irregular re detailed preparation of plans and construction marshes, rock and wooded areas, presence of caliper diameter of 200 millimeters, houses, barns,	Applicant	





~		
	planned by public authorities for future construction within/adjacent to the subdivision. c. Survey Plan of the lot(s) as described in TCT(s).	
	4. Certified True Copy of Title(s) and Current Tax Receipt (At least 2 Copies)	Registry of Deeds and City Treasurer's Office
	When applicable:	
	1. Right to use or deed of sale of right-of-way for access road and other utilities, subject to just compensation for private land.	Applicant
	FINAL REQUIREMENTS	
	1. All requirements for application for preliminary subdivision development plan as specified above.	See details above
	 2. Subdivision Development Plan consisting of the site development plan at any of the following scales: 1:200; 1:1,000; or any scale not exceeding 1:2,000; showing all proposals including the following: a. Roads, easements or right-of-way and roadway width, alignment, gradient, and similar data for alleys, if any. b. Lot numbers, lines and areas and block numbers. c. Site data such as number of residential and saleable lots, typical lot size, parks and playgrounds and open spaces. (The subdivision development plan shall be prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer or geodetic engineer.) 	Applicant
	 Civil and Sanitary Works Design Engineering plans/construction drawings based on applicable engineering code and design criteria to include the following: Road (geometric and structural) design/plan duly signed and sealed by a licensed civil engineer (2 Original Copies). Profile derived from existing topographic map, showing the vertical control, designed grade, curve elements and all information needed for construction. Typical roadway sections showing relative dimensions of pavement, sub-base and base preparation, curbs and gutters, sidewalks, shoulders benching and others. Details of miscellaneous structures such as curb and gutter (barrier, mountable and drop), slope protection wall, rip rapping and retaining wall. Storm drainage and sanitary sewer system duly signed and sealed by a licensed sanitary engineer or civil engineer (At least 2 Original Copies). Profile showing the hydraulic gradients and properties of sanitary and storm drainage lines including structures in relation with the road grade line. Details of sanitary and storm drainage lines and miscellaneous structures such as various types of manholes, catch basins, inlets (curb, gutter, and drop), culverts and channel linings. Site grading plan with the finished contour lines superimposed on the existing ground the limits of earthwork embankment slopes, cut slopes, surface drainage, drainage outfalls and others, duly signed and sealed by a licensed civil engineer (2 Original Copies). 	Applicant





4. Water system layout and details duly signed and sealed by a licensed sanitary engineer or civil engineer. Should a pump motor have a horsepower (HP) rating of 50 HP or more, its pump rating and specifications shall be signed and sealed by a professional mechanical engineer (2 Original Copies).	Applicant
5. Certified true copy of Tax Declaration covering the property (ies) subject	City Assessor's
of the application for the year immediately preceding.	Office
6. Certified true copy of Environmental Compliance Certificate (ECC) or	
	DENK
Certificate of Non-coverage (CNC), whichever is applicable.	
7. Zoning Certificate	Office of the Zoning Administrator
 8. Project description for projects having an area of 1 hectare and above to include the following (At least 2 Original Copies): a. Project profile indicating the cost of raw land and its development (total project cost), amortization schedule, sources of financing, cash flow, architectural plan, if any, and work program; b. Audited financial statement for the last 3 preceding years; c. Income tax return for the last 3 preceding years; d. Certificate of Registration from Securities and Exchange Commission (SEC); e. Articles of incorporation or partnership; f. Corporation by-laws and all implementing amendments; and g. For new corporations (3 years and below) statement of capitalization and sources of income and cash flow to support work program. 	Applicant
9. Plans, specifications, bills of materials and cost	Applicant
10. Application for permit to drill.	NWRB
12. Copy of the special/temporary permit from the Professional Regulation Commission (PRC) and of the separate permit from the Department of Labor and Employment (DOLE) for foreign architects who signed on plans required under the Implementing Rules and Regulations of PD 957. (per Board Res. No. 839, series of 2009)	PRC, DOLE and Applicant
13. List of names of duly licensed professionals who signed the plans and	Applicant, City
 other similar documents in connection with application filed indicating the following information: a. Surname; b. First name; c. Middle name; d. Maiden name, in case of married women professional; e. Professional license number, date of issue and expiration of its validity f. Professional tax receipt and date of issue g. Taxpayer's Identification Number (TIN) 	Treasurer's Office and BIR
14. Consent from existing lot owner/s and/or Homeowners Association	Existing Lot
	owner/s
15. Certification from Developer/owner of no sale	Applicant





Fo	For subdivision projects 30 hectares and above:					
	Traffic impact a				Applicant	
C	LIENTS STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING	PERSON	
			PAID	TIME	RESPONSIBLE	
1.	Sign in the Client Logbook in the Front Desk	1. Give the Logbook to the Client	None	5 minutes	Zoning Inspector I Zoning Office- Receiving Section	
2.	Submit the complete requirements for	2. Receive the required document and check for completeness	None	10 minutes	Zoning Inspector I Zoning Office- Receiving Section	
	assessment, evaluation and verification	2.1 Evaluation2.2 Verification2.3 Assessment2.4 Prepare theOrder of Payment ifit complies to allrequired documents		15 days (excluding SP Resolution)	Acting Zoning Officer CPDCO	
3.	Secure Order of Payment and Pay the required fees at the Treasury Office	3. Issue Order of Payment and start processing the application.	Based on 2013 HLURB Schedule of Fees	30 minutes	Zoning Staff(<i>Billing</i> <i>Section)</i>	
4.	Submit Receipt for processing and releasing of Alteration Permit	4.1 Accept Receipt and submit the same to the office of the Mayor for signature.	None	5 minutes	Zoning Staff Zoning Office- Receiving/Releasin g Section	
		4.2 Sign all plans and documents and issue approved alteration permit.	None	2 days	Acting Zoning Officer	
		TOTAL:	Based on 2013 HLURB Schedule of Fees	17 Days and 50 Minutes (excluding SP Resolution)		



8. Application for Development Permit (Preliminary and Final Subdivision Development Plan)

Development Permit is applied by owner and/or developer of a parcel of land who would like to undergo a subdivision of that land they owned to ensure the proposed subdivision.

Office or Division:	Office of the Zoning Officer				
Classification:					
Type of Transaction:	G2C or G2B				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS WHERE TO SEC					
PRELIMINARY REQUIR					
1. Letter of Intent (1 Orig		Applicant			
	an (Schematic Plan) at a scale ranging from				
	g the proposed layout of streets, lots, parks				
and playgrounds and ot	her features in relation to existing conditions				
	signed and sealed by any licensed and				
•	nvironmental planner, civil engineer, or				
geodetic engineer (2 Ori					
	ents duly signed and sealed by a licensed	Applicant			
0 0	Vicinity map indicating the adjoining land				
	s existing facilities and utilities at least within				
	operty boundaries of the project, drawn to				
conditions a follows (1 C	(b) Topographic Plan to include existing				
	irings, distances tie point or reference point,				
	s of the tie point or Bureau of Lands				
Locational Monument (B					
•	, width and elevation of road right-of-way				
	jacent subdivisions/areas;				
(3) Utilities within and a					
location, sizes and inv					
	ion of gas lines, fire hydrants, electric and				
	eet lights, if any. If water mains and sewers				
are not within or adjacent to the subdivision, indicate the direction					
	of nearest one, showing invert elevations of				
	sewers, if applicable.				
	(4) Ground elevation of the subdivision: for ground that slopes less than 2%, indicate spot elevations at all breaks in grade, along all				
-	drainage channels and at selected points not more than 25 meters				
apart in all directions: for ground that slopes more than 2%, either					
indicate contours with					
necessary due to irre					
preparation of plans and	•				
	shes, rock and wooded areas, presence of				
	liper diameter of 200 millimeters, houses,				
barns, shacks, and othe					
(6) Proposed public	improvements: highways or other major				





improvements planned by public authorities for future construction within/adjacent to the subdivision. c. Survey Plan of the lot(s) as	
described in TCT(s).	
4. Certified True Copy of Title(s) and Current Tax Receipt (2 Copies)	Registry of Deeds and
	City Treasurer's Office
When applicable:	
1. Right to use or deed of sale of right-of-way for access road and,	Applicant
subject to just compensation for private land.	
FINAL REQUIREMENTS	
1. All requirements for application for preliminary subdivision development plan as specified above.	
2. Subdivision Development Plan consisting of the site development	
plan at any of the following scales: 1:200; 1:1,000; or any scale not	
exceeding 1:2,000; showing all proposals including the following: a. Roads, easements or right-of-way and roadway width, alignment,	
gradient, and similar data for alleys, if any.	
b. Lot numbers, lines and areas and block numbers.	
c. Site data such as number of residential and saleable lots, typical	
lot size, parks and playgrounds and open spaces.	
(The subdivision development plan shall be prepared, signed and	
sealed by any licensed and registered architect, environmental	
planner, civil engineer or geodetic engineer.)	
3. Civil and Sanitary Works Design Engineering plans/construction	Applicant
drawings based on applicable engineering code and design criteria to include the following:	
a. Road (geometric and structural) design/plan duly signed and	
sealed by a licensed civil engineer (2 Original Copies).	
(1) Profile derived from existing topographic map, showing the	
vertical control, designed grade, curve elements and all information	
needed for construction.	
(2) Typical roadway sections showing relative dimensions of	
pavement, subbase and base preparation, curbs and gutters,	
sidewalks, shoulders benching and others.	
(3) Details of miscellaneous structures such as curb and gutter (barrier, mountable and drop), slope protection wall, rip rapping and	
retaining wall.	
b. Storm drainage and sanitary sewer system duly signed and	
sealed by a licensed sanitary engineer or civil engineer (2 Original	
Copies).	
(1) Profile showing the hydraulic gradients and properties of sanitary	
and storm drainage lines including structures in relation with the	
road grade line.	
(2) Details of sanitary and storm drainage lines and miscellaneous structures such as various types of manholes, catch basins, inlets	
(curb, gutter, and drop), culverts and channel linings.	
c. Site grading plan with the finished contour lines superimposed on	
the existing ground the limits of earthwork embankment slopes, cut	
slopes, surface drainage, drainage outfalls and others, duly signed	
and sealed by a licensed civil engineer (2 Original Copies).	
4. Water System layout and details duly signed and sealed by a	Applicant





	or civil engineer (2 Original Copies)	
	ve a horsepower (HP) rating of 50 HP or	
	specifications shall be signed and sealed	
by a professional mechanic		0:1 1 0:5
	ax Declaration covering the property/ies r the year immediately preceding.	City Assessor's Office
	Environmental Compliance Certificate	DENR
	Non-coverage (CNC), whichever is	DENIX
applicable.	iten ceverage (erre), whenever ie	
7. Zoning Certificate		Office of the Zoning
		Administrator
8. Project Description for p	rojects having an area of 1 hectare and	Applicant
above to include the following		
	the cost of raw land and its development	
	tion schedule, sources of financing, cash	
flow, architectural plan, if ar	ny, and work program;	
b. Audited financial stateme	ent for the last 3 preceding years;	
c. Income tax return for the		
0	ation from Securities and Exchange	
Commission (SEC);		
e. Articles of incorporation of		
	all implementing amendments; and	
•	(3 years and below) statement of	
	of income and cash flow to support work	
program.		
9. Plans, specifications, bills		Applicant
Board (NWRB).	o drill from the National Water Resources	NWRB
	ent (TIA) for subdivision projects 30 ha. &	Applicant
above.		
	emporary permit from the Professional	PRC, DOLE and
	RC) and of the separate permit from the	Applicant
	mployment (DOLE) for foreign architects	
	ired under the Implementing Rules and	
	r Board Res. No. 839, series of 2009)	Applicant City
	licensed professionals who signed the	Applicant, City
filed indicating the following	ocuments in connection with application	Treasurer's Office and BIR
a. Surname, First name, Mi		DIN
	married women professional;	
	nber, date of issue and expiration of its	
validity		
d. Professional tax receipt a	and date of issue	
e. Taxpayer's Identification		
14. DAR Clearance		Existing Lot owner/s
15. Barangay Clearance		Barangay Hall Concern
16. Sangguniang Panlungso	od Resolution	Sangguniang
		Panlungsod
As the case maybe arises		
1. Certificates or clearances	s from Different Agencies	PHILVOCS, LLDA,
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		SUO Page





	DENR-MGB, NAPOCOR, CEI City Engineering				
(CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
1.	Sign in the Client Logbook in the Front Desk	1.Give the Logbook to the Client	None	5 minutes	Zoning Staff(<i>Receivi</i> ng Section)
2.	complete requirements for assessment, evaluation and verification	 2.1 Receive the required document and check for completeness 2.2 Evaluation 2.3 Verification 2.4 Assessment 2.5 Prepare the Order of Payment if it complies to all required documents 	None	10 minutes 15 days (excluding SP Resolution)	Zoning Staff <i>Receiving</i> <i>Section</i> Acting Zoning Officer
3.	Secure Order of Payment and Pay the required fees at the Treasury Office	3.1 Issue order of payment and start processing the application.	Based on 2013 HLURB Schedule of Fees	30 minutes	Zoning Staff(<i>Billing</i> <i>Section)</i>
4.	Submit Receipt for processing and releasing of Alteration Permit	 and submit the same to the Mayor's Office for approval. 4.2 Signing of all plans and documents and issue approved alteration permit. 	None	5 minutes (excluding Office of the Mayor) 2 days	Acting Zoning Officer (Acting Zoning Officer) Zoning Staff (Receiving/R eleasing Section)
		TOTAL:	Based on 2013 HLURB Schedule of Fees	17 days, 50 minutes (excluding SP Resolution and Office of the Mayor)	





	. Subdivision Project	
1.	Approval of Subdivision Plan (including Town Hous	ses)
	 a. Preliminary Approval and Locational Clearance (PALC)/ Preliminary Subdivision Development Plan (PSDP) Processing Fee Inspection Fee 	P360.00/ha. or a fraction thereof P1,500.00/ha. regardless of density
	b. Final Approval and Development Permit	
	 Processing Fee Additional Fee on Floor Area of houses & building sold with lot Inspection Fee 	P2,800.00/ha. regardless of density P3.00/sq. m. P1,500.00/ha. regardless of density
2.	c. Alteration of Plan (affected areas only) Certificate of Registration Processing Fee	Same as final approva
۷.	Processing Fee	2,800.00
3.	License to Sell	
	 Processing Fee Additional Fee on Floor Area of houses and building sold with lot Inspection Fee 	216.00/saleable lot 14.40/sq. m. 1,500.00/ha. regardless density
4.	Certificate of Completion	
	Certificate FeeProcessing FeeInspection Fee	216.00 1,500.00/ha. regardless density
5.	Extension of Time to Develop	donony
	 Processing Fee Additional Fee (unfinished area for development 	504.00 14.40/sq. m.
	Inspection Fee	1,500.00/ha. regardless o density
	An application for CR/LS with DP issued by LGU shall fee UBDIVISION AND CONDOMINIUM PROJECTS (Under B. . Subdivision Project	
1.	Approval of Subdivision Project	
	a. Preliminary Approval and Locational Clearance	
	Processing Fee	
	a. Socialized Housing b. Economic Housing	90.00/ha 216.00/ha.

Zoning / Locational Clearance Fees (based on 2013 HLURB Schedule of Fees)





	Trin
Inspection Fee	1,500.00/ha.
a. Socialized Housing	1,500.00/ha.
b. Economic Housing	
, i i i i i i i i i i i i i i i i i i i	
b. Final Approval/Development Permit	
Processing Fee	
a. Socialized Housing	600.00/ha.
b. Economic Housing	1,400.00/ha.
Inspection Fee	
a. Socialized Housing	1,500.00/ha.
b. Economic Housing	1,500.00/ha.
5. Economic rickoing	1,500.00/fla.
(Project already inspected for PALC application may not b	e charged inspection fee)
c. Alteration of Plan (affected areas only	Same as Final Approval
	and Development
	Permit
d. Building Permit (floor area of housing unit)	7.20/sq. m.
2 Certificate of Registration	
Processing Fee	
a. Socialized Housing	420.00
b. Economic Housing	720.00
3 License to Sell (per saleable lot)	
Processing Fee	24.00/oclochic.lot
a. Socialized Housing	24.00/saleable lot 72.00/saleable lot
b. Economic Housing Additional fee on floor area of housing	3.00/sq. m.
Additional fee on floor area of housing component	0.00/84.11.
Inspection Fee	
a. Socialized Housing	1,500.00/ha.
b. Economic Housing	1,500.00/ha.
4 Extension of Time to Develop	
Processing Fee	
a. Socialized Housing	420.00
b. Economic Housing	540.00
Additional Fee (unfinished floor area for	2.88/sq m.
development)	
Inspection Fee	4 500 00 "
a. Socialized Housing	1,500.00/ha.
Economic Housing	1,500.00/ha.
5 Certificate of Completion	
Certificate Fee	420.00
a. Socialized Housing	420.00 540.00
 b. Economic Housing Additional Fee (unfinished floor area for 	540.00
development)	
	10
6 Occupancy Permit	



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	 Processing Fee c. Socialized Housing d. Economic Housing 	6.00/sq. m. 7.20/sq. m.
	 Inspection Fee (Saleable floor area of the housing compound) b. Socialized Housing c. Economic Housing 	1,500.00/ha. 1,500.00/ha.
B	Condominium Project	
1.	Approval of Subdivision Project	
	a. Preliminary Approval and Locational Clearance (PALC)	720.00
	 b. Final Approval and Development Permit Processing Fee 	
	a. Total Land Area b. No. of Floors	144.00/ floor 5.80/sq. m. of GFA
	c. Building Areas Inspection Fee	1,500.00/ha.
	c. Alteration of Plans (affected areas only	Same as Final Approval and Development Permit
2	Certificate of Registration	7.20
3	License to Sell (per saleable lot)	
	a. Residential	7.20/sq. m. of saleable area
	b. Commercial	10.65/sq. m. of saleable area
	Inspection Fee	1,500.00/ha.
4	Extension of Time to Develop	
	Processing Fee	3.00/ sq. m.
	Inspection Fee (Unfinished area for development)	1,500.00/ha.
5	Certificate of Completion	
	Certification Fee	216.00
	 Processing Fee Inspection Fee	1,500.00/ha.
4. IN	DUSTRIAL/COMMERCIAL SUBDIVISION	
	A. Subdivision Project	
1.	Approval of Subdivision Project	
	a. Preliminary Approval and Locational Clearance	
	Processing Fee	432.00/ha.
	Inspection Fee	1,500.00/ha.
	b. Final Approval/Development Permit	
	Processing Fee	720.00/ha.
	Inspection Fe	1,500.00/ha.
		10
(Pro	jects already inspected for PALC application may not l	be charged inspection

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	c. Alteration of Plan (affected areas only	Same as Final
		Approval and
_		Development Permit
2	Extension of Time to Develop	2,880.00
3	License to Sell	
	Processing Fee	3.00/sq. m. of land
	Inspection Fee	area
-	Entenning of Time to Develop	1,500.00/ha.
4	Extension of Time to Develop	504.00
	Processing Fee	504.00
	Additional Fee (Unfinished area for	14.40/sq. m.
	development)	1,500.00/ha.
_	Inspection Fee	
5	Certificate of Completion	040.00
	Certificate Fee	216.00
	Processing Fee	E04.00
	a. Industrial	504.00
	b. Commercial	720.00
	c. Inspection Fee	1,500.00/ha.
5. F	ARMLOT SUBDIVISION	
1.	Approval of Subdivision Project	
	a. Preliminary Approval and Locational Clearance	
	Processing Fee	288.00
	Inspection Fee	1,500.00/ha.
	b. Final Approval/Development Permit	
	Processing Fee	1,400.00/ha.
	Inspection Fe	1,500.00/ha.
-	njects already inspected for PALC application may not be	charged inspection
fee) 2.	Certificate of Registration	2,880.00
<u> </u>	License to Sell	,
3.		
		720.00/lot
	Processing Fee	
	Processing FeeInspection Fee	1,500.00/ha.
3.	Processing Fee Inspection Fee Extension of Time to Develop	
3.	 Processing Fee Inspection Fee Extension of Time to Develop Processing Fee 	1,500.00/ha. 3.00/sq. m. of land
3.	 Processing Fee Inspection Fee Extension of Time to Develop Processing Fee Additional Fee (Unfinished area for 	1,500.00/ha. 3.00/sq. m. of land area
3.	 Processing Fee Inspection Fee Extension of Time to Develop Processing Fee Additional Fee (Unfinished area for development) 	1,500.00/ha. 3.00/sq. m. of land area 14.40/sq. m.
3.	 Processing Fee Inspection Fee Extension of Time to Develop Processing Fee Additional Fee (Unfinished area for development) Inspection Fee 	1,500.00/ha. 3.00/sq. m. of land area
3.	 Processing Fee Inspection Fee Extension of Time to Develop Processing Fee Additional Fee (Unfinished area for development) 	1,500.00/ha. 3.00/sq. m. of land area 14.40/sq. m.
3.	 Processing Fee Inspection Fee Extension of Time to Develop Processing Fee Additional Fee (Unfinished area for development) Inspection Fee Certificate of Completion Certification Fee 	1,500.00/ha. 3.00/sq. m. of land area 14.40/sq. m. 1,500.00/ha.
3.	 Processing Fee Inspection Fee Extension of Time to Develop Processing Fee Additional Fee (Unfinished area for development) Inspection Fee Certificate of Completion Certification Fee Processing Fee 	1,500.00/ha. 3.00/sq. m. of land area 14.40/sq. m. 1,500.00/ha.
3.	 Processing Fee Inspection Fee Extension of Time to Develop Processing Fee Additional Fee (Unfinished area for development) Inspection Fee Certificate of Completion Certification Fee 	1,500.00/ha. 3.00/sq. m. of land area 14.40/sq. m. 1,500.00/ha. 216.00

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9. Appeal for Variance or Exception

Property owners can apply for appeal for Variance or Exception with the City Zoning Board of Appeals and Adjustment. Variance relieves property owners from provisions of the Zoning Ordinance due to the uniqueness of their property that gives them hardship from complying with said provisions. Exceptions, on the other hand, grant property owners relief from the provisions from the Zoning Ordinance where due to the use, it will give them hardship. Note that variances and exceptions must meet a set of conditions that must be satisfied and not just a desire to make money.

Office or Division: City Planning and Development Coordinator's Office – Zoning Section					
Classification:	Complex				
Type of	G2C – Government to Citizen, G2B – Government to Business Entity,				
Transaction:	G2G – Government to Government				
Who may avail:					
CHECKLIST OF RI			WHERE TO S	ECURE	
1. Application letter add Zoning Board of Appea (CZBAA) (1 Original, 1	Is and Adjustment				
	AGENCY	FEES TO	PROCESSIN	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE	
1. Submit the request letter to the Zoning Office requesting for appeal.	1. Verify the request letter and receive the same.	None	1 minute	Zoning Inspector I Or Clerk (Job Order) CPDCO	
2. Wait for the schedule of the meeting of the CZBAA.	2. Schedule a meeting with the Technical Working Group (TWG)	None	10 minutes	Acting Zoning Officer CPDCO	
	2.1 Inform client of the scheduled meeting with the TWG once available.	None	5 minutes	Zoning Inspector I Or Clerk (Job Order) CPDCO	
3. Attend the meeting of the CZBAA TWG.	3. Hold meeting with the CZBAA TWG.	None	2 hours	CZBAA TWG	
	3.1 Inform client of the next meeting with the Executive CZBAA once available.	None	1 minute	Zoning Inspector I Or Clerk (Job Order) CPDCO	
4. Attend the meeting of the Executive CZBAA.	1. Hold meeting with the Executive CZBAA.	None	2 hours	Executive CZBAA	
5. Pick up CZBAA	1. Prepare	None	1 day	CZBAA Secretariat	



resolution from the Zoning Office.	resolution for the CZBAA and have the same signed by its members.			CPDCO
	TOTAL:	None	1 Day, 4 Hours and 17 Minutes	

Note: Processing time may take longer due to scheduling and availability of the CZBAA members.



10. Issuance of Notice to Proceed (NTP) – for Occupancy Permit

Section 75 of City Ordinance 2020-26, otherwise known as the "Integrated Zoning Ordinance of the City of San Pedro, Laguna", the Office of the Building Official (OBO) cannot issue a Certificate of Occupancy without certification from the Zoning Administrator's Office that the project has complied with the conditions stated in the issued Locational Clearance. Failure to comply will result to the delay in the issuance of NTP.

Office or Division:	City Planning and D	Development Coordinator's Office – Zoning Section
Classification:	Highly Technical	<u>_</u>
Type of	<u> </u>	to Citizen, G2B – Government to Business Entity
Transaction:		
Who may avail: Project Proponents a		and Property Owners
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE
1. Properly filled-out completion form		Office of the Building Official
signed and sealed by licensed		
architect/engineers concerned and duly		
notarized.		
a. Unified Application form (3		
Original Copies)		
b. Certificate of Completion form (3		
Original copies,		
2. 1 set of As-Built plan signed and sealed		Licensed architect or engineer
by licensed architect or engineers		
concerned (Original Copy) – If there		
changes in the building plans covered by the approved building permit		
3. Approved Building Permit (1 Photocopy)		Applicant
4. Bill of Materials (1 Original Copy)		Licensed architect or engineer
5. PTR and PRC I.D. of all signing		Licensed architect/s or engineer/s
professionals (1 Colored Photocopy)		
6. Construction logbook, signed and		Applicant
sealed by the owner's architect or Civil		
Engineer wo undertook full-time inspection		
supervision (1 Original Copy)		
7. Pictures showing all sides and inner		Applicant
view of the building (1 Original Copy)		
8.Location Map/Vicinity Map/Sketch		Applicant
Location (1 Original Copy)		
9. Fire Safety Inspection Certificate (for		Bureau of Fire Protection
Occupancy Permit) (1 Original Copy)		
10. Contractor's Tax Receipt (1 Original		City Treasury Office
11. Yellow Card from MERALCO (1		MERALCO
Original Copy)		
12. Authorization letter (1 Original Copy) –		Applicant
If done through a representative		





13. Valid I.D. of applicant and authorized Applicant and authorized representative representative (1 Colored Photocopy) - If done through a representative **FEES TO** PROCESSIN PERSON AGENCY **CLIENT STEPS BE PAID** ACTIONS **G** TIME RESPONSIBLE 10 minutes 1. Receive None Zoning Inspector I 1. Submit the required documents documents and Or Clerk (Job Order) to the receiving check for CPDCO personnel. completeness. If there are any deficiencies in the submitted documents, return it to the client. 2. Wait for the 2. Endorse Clerk (Job Order) None 1 minute scheduled inspection application to CPDCO and accommodate inspector. the inspector during its conduct. 2.1 Conduct None 1 day Engineer I inspection of the Or Draftsman I project. CPDCO 3. Pick up NTP or For 3. Issue NTP or Clerk (Job Order) None 5 minutes Return document (if CPDCO For Return completed project has document to the deficiencies) from the applicant. office. TOTAL: 1 Day and 16 None Minutes