



4. Issuance of Locational Clearance for Building Construction

An enterprise and private person constructing a new building or applying for expansion / renovation is required to secure a Locational / Zoning Clearance at the Municipal Planning and Development Office (Zoning Division) prior to the application for Building Permit per Zoning Ordinance No. 035, s. 2013

Office or Division:	Office of the Municipal Planning & Development Coordinator	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Any person, whether natural or juridical, with lot / property within the municipality and have the intention to apply for Building Permit. Locational Clearance is a requirement for securing Building Permit.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
One (1) Photocopy of the following documents:		
Duly Accomplished and Notarized Locational Clearance Application Form		Office of the Municipal Planning and Development Coordinator / Notary Public
<i>Any of the following requirements relative to right over land:</i>		
Photocopy of the certificate of title, in case registered in the name of the applicant;		Registry of Deeds
In the absence of existing certificate of title in the name of the applicant, submit:		
Certified true copy of the Latest Tax Declaration		Office of the Municipal Assessor
Duly Accomplished Pro-Forma Affidavit Form		Office of the Municipal Planning and Development Coordinator / Notary Public
Copy of Transfer Certificate of Title Deed of Sale if applicable		Registry of Deeds Client
Affidavit of consent (authority to Use the Land) if applicable		Client
Contract of Lease (if applicable)		Client
Barangay Clearance		Barangay



At least three (3) copies of Blue Print of Building Plan containing Perspective / Site Development Plan and Vicinity Map duly signed and sealed by an Architect or Civil Engineer	Architect / Civil Engineer
Bill of Materials	Architect / Civil Engineer
Road-Right-of-Way Clearance from DPWH or PEO (if applicable)	Department of Public Works and Highways
Authority to process and follow-up application if applicant is not the owner	Client
Copy of Zoning Certificate or apply for Zoning Certification if no copy on hand	Zoning Administrator / Municipal Planning and Development Coordinator
Certificate of Non-Coverage - CNC (if applicable)	Department of Environment and Natural Resources - Environmental Management Bureau Online
Environmental Compliance Certificate - ECC (if applicable)	Department of Environment and Natural Resources - Environmental Management Bureau
Official Receipt	Municipal treasurer's Office

Note: Additional documents maybe required if necessary, as proof of land ownership or project site that are land covered by national laws such as prime agricultural lands and forest land

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit filled up and notarized application form and complete requirements at the receiving area	Receive filled up and notarized application form with complete requirements	None	1 Minute	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	1.1 Initial review and validation of submitted documents.	None	30 Minutes	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	1.2 Crosschecking of location against CLUP and Zoning Map	None	5 Minutes	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator



	1.3 Conduct On-site Inspection especially for Other Land Use Except for Commercial Areas and prepare inspection report	None	4 Hours	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	1.4 Assessment and issuance of Order of Payment for Locational Clearance and Zoning Certificate	None	5 Minutes	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
2. Pay required fees at the Municipal Treasurer's Office (Windows 1-6) and present Official Receipt at the Office of the Municipal Planning and Development Coordinator	2. Issuance of Official Receipt	<i>Please refer to attached Table. Permit Fees on Real Estate Development</i>		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1 Preparation of Locational Clearance	None	10 Minutes	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	2.2 Review and Approval of Locational Clearance	None	7 Minutes	<i>Municipal Planning and Development Coordinator</i> Office of the Municipal Planning and Development Coordinator



3. Claim Locational Clearance	3. Record, file for office copy and release the Locational Clearance to client	None	5 Minutes	Draftsman II Office of the Municipal Planning and Development Coordinator
	TOTAL:	<i>Please refer to attached Table. Permit Fees on Real Estate Development</i>	5 Hours and 3 Minutes	

Locational Clearance Fees for Building Construction	
A. Residential Structures: Single or detached	P288.00 for project cost of P100,000 and below
	P720.00 for project cost of Over P100,000 to P200,000
	P720.00 + 1/10 of 1% of cost in excess of P200,000 regardless of the number of doors for project cost of over P200,000
B. Apartment/Town House	P1,440.00 for project cost of P500,000 to P2,000,000
	P2,160.00 for project cost of P500,000 to P2,000,000
	P3,600.00 + 1/10 of 1% of cost in excess of P2,000,000 regardless of the number of doors for project cost of Over P2,000,000
C. Dormitories	P3,600.00 for project cost of P2,000,000 and below
	P3,600 + 1/10 of 1% of cost in excess of P2,000,000 regardless of the number of doors for project cost of Over P2,000,000
D. Institutional	P2,880.00 for project cost of Below P2,000,000



	P2,880 + 1/10 of 1% of cost in excess of P2,000,000 for project cost of over P2,000,000
E. Commercial, Industrial, Agro-Industrial	P1,440.00 for project cost of below P100,000
	P2,160.00 for project cost of Over P100,000 to P500,000
	P2,880.00 for project cost of over P500,000
	P4,320.00 for project cost of Over P1,000,000 to P2,000,000
	P4,320.00 for project cost of Over P1,000,000 to P2,000,000
	P7,200.00 + 1/10 of 1% of cost in excess of P2,000,000 for project cost of over P2,000,000
F. Special Uses / Special Projects	P7,200.00 for project cost Below P2,000,000
	P7,200.00 + 1/10 of 1% of cost in excess of P2,000,000 for project cost Over P2,000,000
G. Alteration/Expansion (Affected Areas)	Cost of Expansion is the same as the original application