



## 17. Issuance of Official Receipts for Permit Fees on Real Estate Development

There shall be collected from every person, natural or juridical, a permit or clearance fee on real estate development.

<b>Office or Division:</b>	Office of the Municipal Treasurer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Order of Payment - 1 original copy		Office of the Municipal Planning and Development Coordinator		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Present Order of Payment at the Office of the Municipal Treasurer- Business Tax Section (Windows 1-6)	1. Accept and verify the order of payment.	None	2 Minutes	<i>Local Treasury Operation Officer I</i> <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
2. Pay the required fees at the Office of the Municipal Treasurer- Business Tax Section (windows 1-6)	2. Receive payment and issue official receipt.	Refer to the table of fees	3 Minutes	<i>Local Treasury Operation Officer I</i> <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	<b>TOTAL</b>	Refer to the table of fees	5 Minutes	



There shall be collected from every person, natural or juridical, a permit or clearance fee on real estate development, and the like, as follows:

**Zoning/ Locational Clearance**

**Amount of fee**

( per HLURB Admin. Order No. 04, series of 1998 and/or its

**A. Residential Structures: Single or detached, the project cost of which is:**

- |                                 |  |
|---------------------------------|--|
| 1. P 100,000.00 and below       | P 288.00   |
| 2. Over P 100,000 to 200,000.00 | P576.00  |
| Over P 200,000.00               | P720.00+ 1/10 of 1% of cost in excess of Two Million regardless of the Number of doors |

amendments)

**B. Apartments/ Town Houses**

- |  |   |
|--|---|
| 1. Project cost of P 500,000 .00 and below       | P 1,440.00  |
| 2. Project cost over P 500,000 to P 2,000,000.00 | P 2,160.00  |
| Over P 2,000,000.00                              | P 3,600.00+ 1/10 of 1% of cost in excess of P 2,000,000 regardless of the Number of doors |

**C. Dormitories**

- |  |   |
|--|---|
| Project cost of P 2,000,000.00 and below | P 3,600.00= 3,600   |
| Project cost over P 2,000,000.00         | P 3,600.00+   |
|  | 1/10 of 1% of cost in excess of P 2,000,000 regardless of the Number of doors |

**D. Institutional, the project cost of which is:**

- |                         |   |
|-------------------------|---|
| 1. Below P 2,000,000.00 | P 2,880.00  |
| 2. Over P 2,000,000.00  | P 2,880.00+ 1/10 of 1% of cost in excess of P 2,000,000 |

**E. Commercial, Industrial, Agro-Industrial, the project cost of which is:**

- |                                |            |
|--------------------------------|------------|
| 1. Below 100,000.00            | P 1,440.00 |
| 2. Over P 100,000 to P 500,000 | P 2,160.00 |



- |                   |   |
|-------------------|---|
| 3. Over P 500,000 | P 2,880.00  |
| 4. Over 1M to 2M  | P 4,320.00  |
| 5. Over 2M        | P 7,200.00+ 1/10 of 1% of cost in excess of Two Million |

F. Special Uses/ Special Projects, the project cost of which is:

- |                         |   |
|-------------------------|---|
| 1. Below P 2,000,000.00 | P 7,200.00                                  |
|                         | P 7,200.00+ 10%                             |
| 2. Over P 2,000,000.00  | 1/10 of 1% of cost in excess of Two Million |

G. Alteration/Expansion (affected areas/cost of Expansion only) same as the original application

Subdivision and Condominium Projects (under PD 957)

A. Approval of Subdivision Plan (including townhouses)

1. APPROVAL OF SUBDIVISION PLANS (Including Townhouses)

a. Preliminary Approval and Location Clearance (PALC)/Preliminary Subdivision Development Plan (PSDP)

- |                  |   |
|------------------|---|
| * Processing Fee | P 360.00/ hectare or a fraction thereof |
| * Inspection Fee | P 1,500/ hectare regardless of density  |

b. Final Approval and Development Permit

- |   |   |
|---|---|
| * Processing Fee                                  | P 2,880.00/ hectare or a fraction thereof |
| Additional Fee on Floor Area of housing component | P 3.00/sq.m                               |
| * Inspection Fee                                  | P 1,500/ hectare regardless of density    |

2. CERTIFICATION OF REGISTRATION PROCESSING FEE

- |   |                          |
|---|--------------------------|
| c. Alteration of Plan (affected areas only) | Approval and Development |
|---|--------------------------|



\* Processing Fee P 2,880.00

### 3. LICENSE TO SELL

\* Processing Fee P 216.00/ per Saleable lot  
 Additional Fee on Floor Area of housing component P 14.40/sq.m  
 \* Inspection Fee P 1,500 per hectare regardless of density

### 4. CERTIFICATE OF COMPLETION

\* Certification Fee P 216.00  
 \* Processing Fee  
 \* Inspection Fee P 1,500/ hectare regardless of density

### 5. EXTENSION OF TIME TO DEVELOP

\* Processing Fee P 504.00  
 Additional Fee(unfinished area for development) P 14.40/sq.m  
 \* Inspection Fee P 1,500/ hectare regardless of density  
 Application for CR/LS with DP issued by LGU shall be charge inspection fee

## B. Condominium Project

### 1. APPROVAL OF CONDOMINIUM PLANS/FINAL APPROVAL AND DEVELOPMENT PERMIT

1. Preliminary approval and locational clearance  
 2. Final Approval/Development permit  
 \* Processing Fee P 720.00  
 a. Land Area P 7.20/sq.m  
 b. No. of Floors P 288.00/floor  
 c. Buidling Areas P 23.05/sq.m of GFA  
 \*inspection Fee P 1,500.00/ha



- |   |   |
|---|---|
| 3. Alteration of Plan (affected areas only) - Approval and Development Permit | Same as Final Approval and Development Permit |
| 4. Conversion (affected areas only)   | -do-  |

## 2. CERTIFICATE OF REGISTRATION

* Processing Fee	P 2,880.00
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## 3. LICENSE TO SELL

- |                  |                                |
|------------------|--------------------------------|
| a. Residential   | P 17.30/ sq.m of saleable area |
| b. Commercial    | P 36.00/ sq.m of saleable area |
| * Inspection Fee | P 1,500/ha                     |

## 4. EXTENSION OF TIME TO DEVELOP

- |  |               |
|--|---------------|
| * Processing Fee                                       | P 504.00      |
| Additional Fee (unfinished floor area for development) | P 17.30/ sq.m |
| * Inspection Fee                                       | P 1,500/ha    |

## 5. CERTIFICATE OF COMPLETION

- |                   |               |
|-------------------|---------------|
| * Certificate Fee | P 216.00      |
| * Processing Fee  |               |
| *. Inspection Fee | P 1,500/ foor |

### Subdivision and Condominium Projects (under B.P. 220)

#### A. Subdivision Project

### 1. APPROVAL OF SUBDIVISION PROJECTS

- a. Preliminary Approval and Location Clearance



* Processing Fee	
a. Socialized Housing	P 90/ ha
b. Economic Housing	P 216/ ha
* Inspection Fee	
a. Socialized Housing	P 1,500/ ha
b. Economic Housing	P 1,500/ ha
b. Final Approval and Development Permit	
* Processing Fee	
a. Socialized Housing	P 600/ ha
b. Economic Housing	P 1,400/ ha
* Inspection Fee	
a. Socialized Housing	P 1,500/ ha
b. Economic Housing	P 1,500/ ha
	(Projects already inspected for PALC application may not be 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)	P 7.20/ sq.m
<b>2. CERTIFICATE OF REGISTRATION</b>	
* Processing Fee	
a. Socialized Housing	P 420.00
b. Economic Housing	P 720.00
<b>3. LICENSE TO SELL (per saleable lot)</b>	
* Processing Fee	
a. Socialized Housing	P 24.00/ saleable lot
b. Economic Housing	P 72.00/ saleable lot
Additional fee on floor area of housing component	P 3.00/ sq.m
* Inspection Fee	
a. Socialized Housing	P 1,500/ ha
b. Economic Housing	P 1,500/ ha
<b>4. EXTENSION OF TIME TO DEVELOP</b>	
* Processing Fee	
a. Socialized Housing	P 420.00
b. Economic Housing	P 504.00
Additional fee (unfinished for devt.)	P 2.88/ sq.m
* Inspection Fee	
a. Socialized Housing	P 1,500/ ha
b. Economic Housing	P 1,500/ ha
<b>5. CERTIFICATE OF COMPLETION</b>	
a. Socialized Housing	P 1,500/ ha
b. Economic Housing	P 1,500/ ha



* Certificate Fee	
a. Socialized Housing	P 180.00
b. Economic Housing	P 216.00
* Processing Fee	
a. Socialized Housing	
b. Economic Housing	
* Inspection Fee	P 1,500/ ha

## 6. OCCUPATION PERMIT

* Processing Fee	
a. Socialized Housing	P 6.00/ sq.m
b. Economic Housing	P 7.20/ sq.m
* Inspection Fee (saleable floor of the housing component)	
a. Socialized Housing	P 1,500/ ha
b. Economic Housing	P 1,500/ ha

## B. Condominium Projects

### 1. APPROVAL OF CONDOMINIUM PLANS

1. Preliminary Approval and Locational Clearance	P 720.00
2. Final Approval and Development Permit	
* Processing Fee	
a. Total Land Area	P 7.20/ sq.m
b. No. of Floors	P 144/ floor
c. Building Areas	P 5.80/ sq.m of GFA
* Inspection Fee	P 1,500/ ha Same as Final Approval and Devt. Permit
3. Alteration of Plan (affected areas only)	

2. CERTIFICATE OF REGISTRATION	P 720.00
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### 3. LICENSE TO SELL

a. Residential	P 7.20/ sq.m of saleable area
b. Commercial	P 10.65/ sq.m of saleable area
* Inspection Fee	P 1,500/ ha

### 4. EXTENSION OF TIME TO DEVELOP

• Processing Fee	P 3.00/ sq.m
• Inspection Fee (unfinished area for devt.)	P 1,500/ floor



## 5. CERTIFICATE OF COMPLETION

- Certificate Fee P 216.00
- Processing Fee
- Inspection Fee P 1,500/ floor

### Industrial/ Commercial Subdivision

## 1. APPROVAL OF INDUSTRIAL/ COMMERCIAL SUBDIVISION

### 1. Preliminary Approval and Locational Clearance

- \* Processing Fee P 432/ ha
- \* Inspection Fee P 1,500/ ha

### 2. Final Approval and Devt. Permit

- \* Processing Fee P 720/ ha
- \* Inspection Fee P 1,500/ ha

(Projects already inspected for PALC application may not be charged inspection fee)

### 3. Alteration of Plan (affected areas only)

Same as Final Approval and Devt. Permit

## 2. CERTIFICATE OF REGISTRATION

P 2,880.00

## 3. LICENSE TO SELL

- \* Processing Fee P 300/ sq.m of land area
- \* Inspection Fee P 1,500/ ha

## 4. EXTENSION OF TIME TO DEVELOP

- \* Processing Fee P 504.00
- Additional Fee (unfinished area for Devt.) P 14.40/sq.m
- \* Inspection Fee P 1,500/ ha

## 5. CERTIFICATE OF COMPLETION





	• Certificate Fee	P 216.00	
	• Processing Fee		
Farm	a. Industrial	P 504.00	Lot
	b. Commercial	P 720.00	
	• Inspection Fee	P 1,500/ ha	

Subdivision

1. APPROVAL OF FARM/ LOT SUBDIVISION SUBDIVISION

1. Preliminary Approval and Location Clearance

* Processing Fee	P 288/ ha
* Inspection Fee	P 1,500/ ha

2. Final Approval and Devt. Permit

* Processing Fee	P 1,440/ ha
* Inspection Fee	P 1,500/ ha

(Projects already inspected for PALC application may not be charged inspection fee)

3. Alteration of Plan (affected areas only)	Same as Final Approval and Devt. Permit
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2. CERTIFICATE OF REGISTRATION P 2,880.00

3. LICENSE TO SELL

* Processing Fee	P 720/ lot
* Inspection Fee	P 1,500/ ha

4. EXTENSION OF TIME TO DEVELOP

* Processing Fee	P 504.00
Additional Fee (on Floor Area of Housing component and other devt.)	P 14.40/sq.m
* Inspection Fee	P 1,500/ ha

5. CERTIFICATE OF COMPLETION

* Certificate Fee	P 216.00
* Processing Fee	
* Inspection Fee	P 1,500/ ha



## Memorial Park/ Cemetery Project/ Columbarium

### 1. APPROVAL OF MEMORIAL PARK/ CEMETERY PROJECT/ COLUMBARIUM

1. Preliminary Approval and Locational Clearance	
a. Memorial Project	P 720/ ha
b. Cemeteries	P 288/ ha
c. Columbarium	P 3,600/ha
• Inspection Fee	
a. Memorial Project	P 1,500/ha
b. Cemeteries	P 1,500/ha
c. Columbarium	P 1,500/ha
2. Final Approval and Devt. Permit	
a. Memorial Project	P 3.00/sq.m
b. Cemeteries	P 1.50/sq.m
c. Columbarium	P 7.20/ sq.m of
4. EXTENSION OF TIME TO DEVELOP land area	P 3.00/ floor
• Processing Fee	<b>P 204.00/sq.m of GFA</b>
• Additional Fee (unfinished are for development)	
(Project already inspected for AdC application may not be charged inspection fee)	
a. Memorial Project	P 1,400.00
b. Cemeteries	P 720/ha
c. Columbarium	<b>P 5,500/sq.m of GFA</b>
a. Memorial Project	P 1,500/ha
b. Cemeteries	P 1,500/ha
c. Columbarium	P 1,500/ha
3. Alteration Fee	
2. CERTIFICATE OF REGISTRATION	P 2,880.00
3. LICENSE TO SELL	

* Processing Fee	
a. Memorial Project	P 72.00/2.5 sq.m
-Apartment Type	P 28.80/unit
b. Cemeteries	P 28.80/tomb
c. Columbarium	P 72.00/vault
* Inspection Fee	
a. Memorial Project	P 1,500/ha
b. Cemeteries	P 1,500/ha
c. Columbarium	P 1,500/ha



- Inspection Fee
  - a. Memorial Project P 1,500/ha
  - b. Cemeteries P 1,500/ha
  - c. Columbarium P 1,500/floor

## 5. CERTIFICATE OF COMPLETION

- \* Certificate Fee P 216.00
- \* Processing Fee
  - a. Memorial Project P 1,440.00
  - b. Cemeteries P 720/ha
  - c. Columbarium P 5.80/ sq.m of GFA
- \* Inspection Fee
  - a. Memorial Project P 1,500/ha
  - b. Cemeteries P 7,500/ha
  - c. Columbarium P 1,500/floor

## Other Transactions/ Certifications

### A. Application/ request for:

1. Advertisement Approval P 720.00
2. Cancellation/ Reduction of Performance Bond P 2,880.00
3. Lifting of Suspended License to Sell P 2,880.00
4. Exemption from Cease and Desist Order P 2,880.00
5. Clearance to Mortgage P 1,440.00
6. Lifting to Cease and Desist Order P 2,880.00
7. Change of Name/ Ownership/ Amendments of CRLS P 1,440.00
8. Voluntary cancellation of CRLS P 1,440.00
9. Revalidation/ Renewal of Permit (Condominium) 60% of current processing fee



## B. Other Certification

1. Zoning Certifications	P 720.00/ ha
2. Certification of Town Plan/Zoning Ordinance Approval	P 216.00
3. Certification of New Rights/ Sales	P 216.00
4. Certificate of Registration (form)	P 216.00
5. License to Sell (form)	P 216.00
6. Certificate of Creditable Withholding Tax	P 216.00/ lot or unit (maximum of 5 lots per certificate)
7. Other, to include:	
a. Availability of records/ public request	P 288.00
b. Certificate of no record on file	P 288.00
c. Certificate of with or without CRLS	P 288.00
d. Certified true copy of documents (report size)	
* Document of 5 pages or less	P 43.20
* Every additional page	P 4.40
e. Photocopy of Documents	P 3.00
f. Other not listed above	P 216.00

## Registration of Dealer/ Broker/ Salesman

1. Dealers/ Brokers	P 720.00
2. Salesman/ Agent	P 288.00

## Homeowners Association

1. Registration of HOA		
Examination/ Registration	Regular HOAS	CMP HOAS
* Articles of Incorporation	P 940.00	P 780.00
* By- Laws	P 940.00	P 780.00
2. Stamping of Books		P 50.00/ book
3. Amendments		
* Articles of Incorporations		P 720.00
* By- Laws		P 720.00
4. Dissolution of Homeowners Association		P 720.00
5. Certification of the new set of officers		P 504.00
6. Other Certification		P 216.00
* Inspection Fee		P 1,500/ha
7. Research Fee		P 50/docket



## Legal Fees (CMP Project)

1. FILLING FEE	P 1,440.00
2. ADDITIONAL FEE FOR CLAIMS (for refund, damages, attorney's fee, etc)	
a. Not more than P 20,000	P 173.00
b. More than P 20,000 but less than P 80,000	P 576.00
c. P 80,000 or more but less than P 100,000	P 864.00
d. P 100,000 or more but less than P 150,000	P 1,440.00
e. For each P 1,000 in excess of P 150,000	P 7.20
3. MOTION FOR RECONSIDERATION	P 600.00
4. PETITION OF REVIEW	P 2,880.00
5. PRAYER FOR CEASE AND DESIST ORDER	P 1,200.00
6. PAUPER-LITIGANTS ARE EXEMPT FROM PAYMENT OF LEGAL FEES	
a. Those who gross income is not more than P 6,500 per month and resides within M.M.	
b. Those who gross income is not more than P 4,000 per month and residing outside within M.M.	
c. Those who do not have real property	
7. GOVERNMENT AGENCIES AND ITS INSTRUMENTALITIES ARE EXEMPTED FROM PAYING LEGAL FEES	
8. LOCAL GOVERNMENT AND GOVERNMENT OWNED OR CONTROLLED CORPORATIONS WITH OR WITHOUT INDEPENDENT CHARTERS ARE NOT EXEMPTED FROM PAYING LEGAL FEES	

## UPLC Legal Research Fee

Computation of Legal Research Fee for the University of the Philippines Law Center (UPLR) remains at One Percent (1%) of every fee charged but shall in No Case Be Lower than P 12.00- Covered b MEMORANDUM CIRCULAR NO. 18 Series of 2013 (October 2, 2013)

## B. Other Certifications

1. Zoning certifications	P 265.00/ha
2. Certification of town plan/ Zoning ordinance approval	P 85.00
3. Certification of New Rights/ Sales	P 85.00



4. Certificate of locational viability	P 265.00/ha
5. Certificate of Registration and License to Sell	P 85.00
6. Others, to include:	
- availability of records/public request of copies/research works	P 85.00
- certification of no records on file	P 85.00
- certification of with or without CR/LS	P 85.00
- certified true/Xerox copy of documents	
• documents of five pages or more	P 22.00
• every additional page	P 2.50

#### Registration of Dealers/Brokers/Salesman

a. Dealer/ brokers	P 550.00
b. Salesman	P 220.00