



City Planning and Development Office Frontline Services



1. Issuance of Locational Clearance for Building Permit / Area

Locational Clearance is a written authority / permit granted by the LGU through the Zoning Administrator / Zoning Officer pursuant to the approved Zoning Ordinance for the establishment or operation of projects of national / local significance which is a pre-requisite in the issuance of Building Permit and Business Permit

Office or Division:	City Planning and Development Office (CPDO) – Zoning Section	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government	
Who may avail:	All Individuals, Businesses / Corporations and Government Agencies	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Standard Requirements:	
	Accomplished Application Form for Locational Clearance (1 original) *Make sure that the application form is filled out appropriately and duly notarized	City Planning and Development Office – Zoning Section, Notary Public
	Latest Certified True Copy of Title (1 photocopy)	Registry of Deeds
	Latest Tax Declaration (1 photocopy)	City Assessor's Office – Section
	Latest Tax Clearance (1 photocopy)	City Treasurer's Office – Section
	Complete set of Building Plan / Site Development Plan (Area) duly signed and sealed by the Owner and a Building Professional – Architect, Civil/ Structural Engr., Electrical Engr., Master Plumber/Sanitary Engr., and Professional Mechanical Engr. (1 set)	Construction Firms
	Cost Estimates duly signed and sealed by the Owner and a Professional – Architect, Civil Engr. (1 copy)	Construction Firms
	Specification duly signed and sealed by the Owner and a Professional – Architect, Civil Engr. (1 copy)	Construction Firms
	Professional Tax Receipt and License of the Professional (1 photocopy)	Building Professional



Barangay Clearance (1 photocopy)		Barangay Hall (where the project is located)		
Situational Requirements:				
Deed of Sale (1 photocopy) *In case of Conditional Deed Sale, a specific provision allowing the vendee to introduce improvements is required		Law Office		
For non-owners : Affidavit of Consent / Contract of Lease / Affidavit of Non-Rental (1 photocopy)		Law Office		
For transacting party other than the owner: Special Power of Attorney / Corp. Secretary's Certificate (1 copy)		Citizen or Client Being Represented / Law Office / Corporate Secretary		
Lot Plan / Sketch Plan duly signed and sealed by a Geodetic Engr. (1 copy)		Construction Firms		
Extrajudicial Settlement of Partition (1 photocopy)		Law Office		
Approved Subdivision Plan (1 photocopy)		Department of Environment and Natural Resources – Land Management Bureau		
CHO Certification for Water Source – Water Refilling Station (1 copy)		City Health Office		
PWD Certification/Non-Objection – Water Refilling Station (1 copy)		City Health Office		
Legislative Franchise for Ferries, Wharves, Markets or Slaughterhouse Projects (1 photocopy of the ordinance)		Office of the Secretary to the Sanggunian		
Environmental Compliance Certificate / Certificate of Non-Coverage (1 photocopy)		Department of Environment and Natural Resources – Environmental Management Bureau		
DAR Conversion – If land is non-conforming for uses (1 photocopy)		Department of Agrarian Reform		
NIA Certification for Irrigated Agricultural Areas (1 photocopy)		National Irrigation Authority		
NWRB Water Permit (1 photocopy)		National Water Resources Board		
Other Clearance/s from the concerned regulating agencies (1 photocopy)		DPWH, NPC, DOH, NTC, DOTC, etc.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Zoning Section	1. Receive and verify submitted requirements	None	30 Minutes	Admin Aide III / Zoning Inspector II / Zoning Officer I / CPDO



	1.1 Inform client of the process and the schedule of ocular inspection			
	1.2 Evaluate application and conduct ocular inspection as to allowable use and conformity to the zoning ordinance including the area and building regulations of existing laws, codes and regulations	None	1 Day Scheduled every Tuesday and Thursday	<i>Zoning Inspector II / Zoning Officer I</i> CPDO
	1.3 Prepare evaluation report		1 Day	<i>Zoning Inspector II / Zoning Officer I</i> CPDO
	1.4 Review evaluation report		1 Day	<i>Zoning Officer III</i> CPDO
	1.5 For compliant application, notify client thru text or call for the assessment and releasing of the clearance		15 Minutes	<i>Admin Aide III / Zoning Inspector II</i> CPDO
	Conditional Steps: *Prepare and issue a Notice of Deficiency for lacking requirements and		20 Minutes	<i>Zoning Inspector II / Zoning Officer I</i> CPDO



	<p>non-conforming applications after inspection and evaluation to be complied within 15 days</p> <p>1.1 Prepare Locational Clearance</p> <p>1.2 Review and recommends approval to the CPDC</p> <p>Approve Locational Clearance</p>		1 Day	<p><i>Admin Aide III / Zoning Inspector II</i> CPDO</p> <p><i>Zoning Officer III</i> CPDO</p> <p><i>City Planning and Dev't. Coordinator</i> CPDO</p>
<p>2.Receive Order of Payment</p> <p>2.1 Secure priority number at queuing machine</p> <p>2.2 Wait for the number to be called to pay assigned fees at the City Treasurer's Office – Window 3-5</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Issues Order of Payment and direct client to the City Treasurer's Office</p> <p>2.1 Provide priority number from the queuing machine</p> <p>2.2 Accept payment based on the Order of payment and issue the Official Receipt</p>	Annex 01 HLURB Schedule of Fees	<p>20 Minutes</p> <p>5 Minutes</p> <p>35 Minutes</p>	<p><i>Admin Aide III / Zoning Inspector II</i> CPDO</p> <p><i>Clerk</i> CTO</p> <p><i>Revenue Collection Clerk III</i> CTO</p>



<p>2. Presents the official receipt</p> <p>2.1 Receive approved Locational Clearance</p> <p>3.2 Sign the logbook</p>	<p>3. Receive, verify and record the official receipt</p> <p>3.1 Release approved Locational Clearance</p> <p>3.2 Advice client to sign the logbook</p>	<p>None</p>	<p>30 Minutes</p>	<p><i>Admin Aide III / Zoning Inspector II</i> CPDO</p>
	<p>TOTAL:</p>	<p>Annex 01 HLURB Schedule of Fees</p>	<p>6 Days, 22 Minutes</p>	

Issuance of Locational Clearance for Building Permit / Area qualified for multi-stage processing.



2. Issuance of Zoning Certification

Zoning Certification is a certification issued by the Zoning Administrator / Zoning Officer the zoning classification of a parcel of land in accordance with the approved Zoning Ordinance to ensure conformity of the proposed project.

Office or Division:	City Planning and Development Office (CPDO) – Zoning Section			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Application Form for Zoning Certification (1 original) *Make sure that the application form is filled out appropriately and duly notarized		City Planning and Development Office – Zoning Section, Notary Public		
Vicinity Map indicating clearly and specifically the exact location of the proposed site and the existing land uses and / or landmarks within a radius of least 500 meters and duly signed and sealed by the Geodetic / Civil or an Architect (1 original)		Licensed Engineer		
Lot Plan duly signed and sealed by a Geodetic Engineer (1 original)		Licensed Engineer		
Latest Certified True Copy of Title (1 photocopy)		Registry of Deeds		
Latest Tax Declaration (1 photocopy)		City Assessor's Office – Windows 3-5		
Latest Tax Clearance (1 photocopy)		City Treasurer's Office – Windows 3-5		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Zoning Section	1. Receive and verify submitted documentary requirements	Annex 01 HLURB Schedule of Fees	30 Minutes 20 Minutes	<i>Admin Aide III / Zoning Inspector II CPDO</i>



*Make sure to secure Order of Payment that will be issued	1.1 Issue the Order of Payment if all required documents were given			
2. Secure priority number at queuing machine	2. Provide priority number from the queuing machine	None	5 Minutes	Clerk CTO
2.1 Wait for the number to be called to pay assigned fees at the City Treasurer's Office – Window 3-5	2.1 Accept payment based on the order of payment and issue the Official Receipt		35 Minutes	Revenue Collection Clerk III CTO
*Make sure to secure Official Receipt that will be issued upon payment				
3. Return to the City Planning and Development Office, present the Official Receipt and wait for the processing of the Zoning Certificate	3. Receive, verify and record the official receipt	None	30 Minutes	Admin Aide III / Zoning Inspector II CPDO
	3.1 Evaluate / validate zoning classification as to allowable and conformity pursuant to the Zoning Ordinance		1 Day	Zoning Inspector / Zoning Officer I CPDO
	3.1 Prepare the Zoning Certificate		2 Hour	Admin Aide III / Zoning Inspector II CPDO
	3.4 Review and approve the Zoning Certificate		30 Minutes	Zoning Officer III CPDC CPDO
			15 Minutes	



	3.5 Notify client of the approved certificate			<i>Admin Aide III / Zoning Inspector II</i> CPDO
4. Receive the Zoning Certificate *Make sure to sign the logbook upon receipt of certification	4. Release Zoning Certificate 4.1 Advice client to sign the logbook	None	15 Minutes	<i>Admin Aide III / Zoning Inspector II</i> CPDO
	TOTAL:	PHP 720.00 / hectare	1 Day and 5 hours	



3. Issuance of Development Permit

Development Permit is a permit issued to every registered owner or developer of a parcel of land who wishes to convert the same into a subdivision project applied with the local government unit concerned for the approval of the subdivision development plan.

Office or Division:	City Planning and Development Office (CPDO) – Zoning Section	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Standard Requirements:	
	Accomplished Application Form for Development Permit (2 original / 3 photocopy – 5 sets) *Make sure that the application form is filled out appropriately and duly notarized	City Planning and Development Office – Zoning Section, Notary Public
	All requirements for application for Preliminary Subdivision Development Plan	
	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: (2 original / 3 photocopy – 5 sets) 1. Roads, easements or right-of-way and road width, alignment, gradient and similar data for alleys, if any. 2. Lot numbers, lines and areas and block numbers. Size data such as number of residential and saleable lots, typical lot size, parks and playground and open spaces.	Any of the following licensed professional: a. Architect who is also an Environmental Planner, or b. Civil Engineer who is also An Environmental Planner, or c. Geodetic Engineer who is also an Environmental Planner, or Architect or a Civil Engineer or a Geodetic Engineer and an Environmental Planner as co-signatory
	Civil and Sanitary Works Design Engineering plans/ construction drawing based on applicable engineering code and design criteria to include the following:	



<p>1. Road (geometric and structural) Design / Plan duly signed and sealed (1 original – 5 sets)</p> <ol style="list-style-type: none"> Profile derived from existing topographic map signed by licensed geodetic engineer showing the vertical control, designed grade, curve elements and all information needed by construction Typical roadway sections showing relative dimensions of pavements, sub-base preparation, curbs, gutters, sidewalk, shoulders, benching and others Details of roadway and miscellaneous structure such as curb and gutter (barrier, mountable and drop), slope protection wall and retaining wall. <p>2. Storm Drainage and Sanitary Sewer System duly signed and sealed (2 original – 5 sets)</p> <ol style="list-style-type: none"> 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) channel linings <p>3. Site Grading Plan with finished contour lines superimposed on the existing ground the limits of earth work embankment slopes, cut slopes, surface drainage outfalls and others, duly signed and sealed (2 original – 5 sets)</p>	<p>Licensed and Registered Civil Engineer</p> <p>Licensed and Registered Sanitary Engineer or Civil Engineer</p> <p>Licensed and Registered Civil Engineer</p>
<p>Water System Layout and Details duly signed and sealed (2 original – 5 sets)</p>	<p>Licensed and Registered Sanitary Engineer or Civil Engineer</p>



*Should a pump motor has a horsepower (hp) rating of 50 hp or more, its pump rating and specifications duly signed and sealed by a professional mechanical engineer	
Zoning Certification	City Planning and Development Office – Zoning Section
Certified true copy of DAR Conversion Order	Department of Agrarian Reform
Certified true copy of Environmental Compliance Certificate (ECC) or Certificate Of Non-Coverage (CNC), whichever is applicable	Department of Environment and Natural Resources
Project description for projects having areas of 1 hectare and above to include the following: a. Project profile indicating the cost of raw land and its development (total project cost) , amortization schedule, sources of financing, cash flow, architectural scheme, if any, and work program; b. Audited financial statement for the last 3 preceding years; c. Income Tax Return for the last three (3) preceding years; d. Certificate of registration with 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
Plans specifications, bill of materials and cost estimates duly signed and sealed	Licensed and Registered Building Professional
Application for permit to drill	National Water Resources Board
Traffic impact assessments for projects 30 hectares and above	Licensed and Registered Professional
List of names duly licensed professionals who signed the plans and other similar	Applicant



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; and f. Professional tax receipt and date of issue				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Zoning Section *Wait for the processing of the permit	1. Receive and conduct initial evaluation of submitted documentary requirements	None	30 Minutes	<i>Zoning Inspector II / Zoning Officer I</i> CPDO
	1.1 Conduct of site inspection		1 Day	<i>Zoning Officer III / Zoning Officer I</i> CPDO
	1.2 Evaluate submitted requirements as to conformance of design standards per HLURB guidelines. If found compliant, proceed to step 1.6		10 Days	<i>Zoning Officer III / Zoning Officer I</i> CPDO
	If with lacking requirements:		2 Hours	<i>Zoning Officer III / Zoning Officer I</i> CPDO



	<p>1.3 Prepare and issue notice of deficiency</p> <p>1.4 Evaluate the submitted lacking documents</p> <p>1.5 Prepare and approve evaluation report</p> <p>1.6 Prepare Development Permit</p> <p>1.7 Approve the Development Permit</p>		<p>5 Days</p> <p>1 Day</p> <p>1 Day</p> <p>1 Day</p>	<p><i>Zoning Officer III / CPDC CPDO</i></p> <p><i>Zoning Officer III CPDO</i></p> <p><i>CPDC & LCE</i></p>
<p>2. Receive Order of Payment</p> <p>2.1 Secure priority number at queuing machine</p> <p>2.2 Wait for the number to be called to pay assigned fees at the City Treasurer's Office – Window 3-5</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Issue Order of Payment and direct client to the City Treasurer's Office</p> <p>2.1 Provide priority number from the queuing machine</p> <p>2.2 Accept payment based on the Order of payment and issue the Official Receipt</p>	<p>Annex 01 HLURB Schedule of Fees</p>	<p>20 Minutes</p> <p>5 Minutes</p> <p>35 Minutes</p>	<p><i>Admin Aide III / Zoning Inspector II CPDO</i></p> <p><i>Clerk CTO</i></p> <p><i>Revenue Collection Clerk III CTO</i></p>



<p>3. Return to CPDO, present Official Receipt and wait for the release of the Development Permit</p> <p>*Make sure to sign the logbook upon receipt of permit</p>	<p>3. Receive, verify and record the official receipt</p> <p>3.1 Release Development Permit</p> <p>3.2 Advice client to sign the logbook</p>	<p>None</p>	<p>30 Minutes</p>	<p>Clerk / Zoning Inspector CPDO</p>
	<p>TOTAL: (if with complete requirements)</p>	<p>Annex 01 HLURB Schedule of Fees</p>	<p>14 Days, 2 hours 58 minutes</p>	
	<p>TOTAL: (if with notice of deficiency)</p>	<p>Annex 01 HLURB Schedule of Fees</p>	<p>19 Days, 2 Hours 58 Minutes</p>	

Issuance of Development Permit qualified for multi-stage processing.



ANNEX 01
HLURB Revised Schedule of Fees
 Board Resolution No. 912 Series of 2013

PARTICULARS	FEES
1. LOCATIONAL CLEARANCE	
A. Single Residential Structure Attached or Detached	
1. P100,000.00 and below	P288.00
2. Over P100,000.00 to P200,000.00	P576.00
3. Over P200,000.00	P720 + (1/10 of 1% of cost in excess of P200,000.00)
B. Apartments / Townhouses	
1. P500,000.00 and below	P1,440.00
2. Over P500,000.00 to 2 Million	P2,160.00
3. Over 2 Million	P3,600.00 + (1/10 of 1% of cost in excess of 2 Million regardless of the number of floors)
C. Dormitories	
1. 2 Million and below	P3,600.00
2. Over to 2 Million	P3,600.00 + (1/10 of 1% of cost in excess of 2 Million regardless of the number of floors)
D. Institutional	
1. Below 2 Million	P2,880.00
2. Over to 2 Million	P2,880.00 + (1/10 of 1% of cost in excess of 2 Million)
E. Commercial, Industrial and Agri-Industrial Projects	
1. Below P100,000.00	P1,440.00
2. Over P100,000.00 to P500,000.00	P2,160.00
3. Over P500,000.00	P2,880.00



PARTICULARS	FEES
F. Special Uses / Special Projects (Gasoline Station, Cell Sites, Slaughterhouse, Treatment Plants, etc.)	
1. Below 2 Million	P7,200 + (1/10 of 1% of cost in excess of 2 Million)
2. Over to 2 Million	
2. OTHER TRANSACTIONS / CERTIFICATIONS	
A. Zoning Certifications	P720.00 / ha
3. DEVELOPMENT PERMIT	
A. SUBDIVISION AND CONDOMINIUM PROJECTS UNDER PD 957	
a. Subdivision Project	
a.1 Final Approval and Development Permit	
- Processing Fee	PHP2, 880.00 / ha. regardless of density
- Additional Fee on Floor Area of housing component	PHP3.00 / sq.m.
- Inspection Fee	PHP1, 500.00 / ha. regardless of density
b. Condominium Project	
b.1 Final Approval and Development Permit	
- Processing Fee	PHP720.00
➤ Land Area	PHP7.20 / sq.m.
➤ No. of Floors	PHP288.00 / floor
➤ Building Areas	PHP23.05 / sq.m. of GFA
- Inspection Fee	PHP1,500.00 / ha.



PARTICULARS	FEES
B. SUBDIVISION AND CONDOMINIUM PROJECTS UNDER BP 220	
a. Subdivision Project	
a.1 Final Approval and Development Permit	
i. Processing Fee	
➤ Socialized Housing	PHP600.00 / ha.
➤ Economic Housing	PHP1, 440.00 / ha.
ii. Inspection Fee (Projects already inspected for PALC / PSDP application may not be charged inspection fee)	
➤ Socialized Housing	PHP1, 500.00 / ha.
➤ Economic Housing	PHP1, 500.00 / ha.
b. Condominium Project	
b.1 Final Approval and Development Permit	
i. Processing Fee	
➤ Land Area	PHP7.20 / sq.m.
➤ No. of Floors	PHP144.00 / floor
➤ Building Areas	PHP5.80 / sq.m. of GFA
ii. Inspection Fee	
	PHP1, 500.00 / ha.
C. INDUSTRIAL / COMMERCIAL SUBDIVISION	
a. Final Approval and Development Permit	
i. Processing Fee	
	PHP720.00 / ha.
ii. Inspection Fee (Projects already inspected for PALC / PSDP application may not be charged inspection fee)	
	PHP1, 500.00 / ha.
D. FARMLOT SUBDIVISION	
a. Final Approval and Development Permit	
i. Processing Fee	
	PHP1, 440.00 / ha.



PARTICULARS	FEES
ii. Inspection Fee (Projects already inspected for PALC / PSDP application may not be charged inspection fee)	PHP1, 500.00 / ha.
E. MEMORIAL PARK / CEMETERY PROJECT / COLUMBARIUM	
a. Final Approval and Development Permit	
a.1 Memorial Project	PHP3.00 / sq.m.
a.2 Cemeteries	PHP1.50 / sq.m.
a.3 Columbarium	PHP7.20 / sq.m. of land area PHP3.00 / floor PHP23.05 / sq.m. of GFA
b. Inspection Fee (Projects already inspected for PALC / PSDP application may not be charged inspection fee)	
b.1 Memorial Project	PHP 1,500.00 / ha.
b.2 Cemeteries	PHP 1,500.00 / ha.
a.3 Columbarium	PHP 1,500.00 / ha.