

ZONING AND LAND DEVELOPMENT OFFICE

LOCATIONAL CLEARANCE FOR BUILDING PERMIT: COMPLEX, HIGHLY TECHNICAL TRANSACTION

Office or Division:	Local Zoning Administration Office (LZAO)			
Classification:	Locational Clearance for Building Permit			
Type of Transaction:	Complex, Highly Technical Transaction	Renovation or New Construction: all applications that does not comply with the requirements from Ordinance No. 54 Series of 2002 or known as Comprehensive Zoning Ordinance		
Who may avail:	Building Owners / Contractor / Developers			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Locational Form duly notarized	Local Zoning Administration Office			
Barangay Clearance for New Construction / Renovation	Concerned Barangay (Barangay Hall); if required			
TCT, Tax Declaration, Tax Receipt (if the property is owned) or Contract of Lease and/or Building Admin Certificate (if leasing)	Provided by Applicant			
5 sets of Architectural Plan for renovation and additional 1 set of Structural Plan for new construction	Provided by Applicant			
SPA for authorized personnel to process the permit	Provided by Applicant			
Additional Requirements (if the application is non-conforming to the site/location): Non-objection from adjacent and adjoining properties of the site/project location Letter of Request for Exemption Posting a Notice to the Public to notify the neighbor	Forms/Format can secure to LZAO then after completing this additional requirements, submit to LZBAA			
CLIENT STEPS	OFFICE IN CHARGE	LZAO ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
Submission of Requirements	OBO			

Receiving endorsement/req	LZAO	Received the endorsed	2 minutes	Administrative Assistant III / Zoning Inspector I /
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Requirement from OBO		Application from OBO		Zoning Inspector II
Check completeness and correctness of the submitted requirements	LZAO	Check and verify	5 minutes	Zoning Inspector II/ Zoning Officer I / Zoning Officer II
If needed (need to check or verify on site): Site Inspection	LZAO	Conduct an ocular inspection to verify the application	Half Day (Depends on the availability of the service use for inspection)	Zoning Inspector I/ Zoning Inspector II/ Zoning Officer I / Zoning Officer II / Zoning Officer III / Zoning Officer IV / Zoning Administrator
Assessment and evaluation	LZAO	Evaluate the submitted plans	1 hr – 3hrs	Zoning Officer I / Zoning Officer II / Zoning Officer III / Zoning Officer IV / Zoning Administrator
Compose and issue Letter of Disapproval to the applicant	LZAO	Compose and issue the letter of disapproval to the applicant, and return all submitted documents to the applicant	30 minutes	Administrative Assistant III / Zoning Inspector I/ Zoning Inspector II/ Zoning Officer I / Zoning Officer II / Zoning Officer III
If the applicant chooses to seek an exception	LZAO	Received the documents and additional requirements for reapplication	15 minutes	Zoning Inspector I/ Zoning Inspector II/ Zoning Officer I / Zoning Officer II / Zoning Officer III
Endorse to Local Zoning Board of Adjustment & Appeal (LZBAA) for exception	LZAO	Endorse application to the LZBAA	15 minutes	Zoning Officer III / Zoning Officer IV / Zoning Administrator
Conduct Public Hearing (if needed)	LZBAA/LZAO	Conduct Public Hearing if there are objections from neighbors		LZBAA / Zoning Officer IV / Zoning Administrator

Approval of Exemption	LZBAA	Prepare LZBAA Resolutions and for signature of LZBAA Members and Chairperson	30 days	LZBAA / Officer IV / Zoning Administrator
Prepare Order of Payment	LZAO	Encode necessary fees to OBO System	5 minutes	Zoning Officer I / Zoning Officer II / Zoning Officer III / Zoning Officer IV /
Releasing	LZAO	Prepare Locational Clearance Certificate	3 minutes	Administrative Assistant III / Zoning Inspector I / Zoning Inspector II / Zoning Officer I / Zoning Officer II
		Mark all the plans	15 minutes	Zoning Officer I / Zoning Officer II / Zoning Officer III
		Check/Correct all marked plans and Locational Clearance Certificate	5 minutes	Zoning Officer IV
		Endorse the Locational Clearance and plans to the Zoning Administrator for signature	2 minutes	Zoning Officer IV
		Signed by Zoning Administrator	3 minutes	Zoning Administrator
		Log and Release of the Locational Clearance	5 – 10 minutes	Administrative Assistant III / Administrative Aide III
End Of Transaction				

FEES COMPUTATION FOR CONSTRUCTION

LAND USE	FEE
Residential (Single Detached and Duplex Type)	$P\ 2.00 \times \text{area (Land Use)} + 25\% \text{ of Land Use (Processing Fee)} + P100.00 \text{ (Locational Clearance)} + P200.00 \text{ (Certificate Fee)}$
Commercial Establishments (Mass Housing, Townhouses constructed primarily for gain purposes)	$P\ 10.00 \times \text{area (Land Use)} + 25\% \text{ of Land Use (Processing Fee)} + P100.00 \text{ (Locational Clearance)} + P200.00 \text{ (Certificate Fee)}$
Industrial Establishments	$P\ 6.00 \times \text{area (Land Use)} + 25\% \text{ of Land Use (Processing Fee)} + P100.00 \text{ (Locational Clearance)} + P200.00 \text{ (Certificate Fee)}$
Institutional (Schools, Hospital, etc.)	$P\ 7.00 \times \text{area (Land Use)} + 25\% \text{ of Land Use (Processing Fee)} + P100.00 \text{ (Locational Clearance)} + P200.00 \text{ (Certificate Fee)}$
Memorial Parks / Cemeteries	$P\ 0.50 \times \text{area (Land Use)} + 25\% \text{ of Land Use (Processing Fee)} + P100.00 \text{ (Locational Clearance)} + P200.00 \text{ (Certificate Fee)}$
Agro-Industrial:	
Manufacturing	$P\ 8.00 \times \text{area (Land Use)} + 25\% \text{ of Land Use (Processing Fee)} + P100.00 \text{ (Locational Clearance)} + P200.00 \text{ (Certificate Fee)}$
Non-Manufacturing	$P\ 4.00 \times \text{area (Land Use)} + 25\% \text{ of Land Use (Processing Fee)} + P100.00 \text{ (Locational Clearance)} + P200.00 \text{ (Certificate Fee)}$
Telecommunication/Towers	$P\ 9.00 \times \text{area (Land Use)} + 25\% \text{ of Land Use (Processing Fee)} + P100.00 \text{ (Locational Clearance)} + P200.00 \text{ (Certificate Fee)}$
Billboards	$P\ 1.00 \times \text{area (Land Use)} + 25\% \text{ of Land Use (Processing Fee)} + P100.00 \text{ (Locational Clearance)} + P200.00 \text{ (Certificate Fee)}$
Yards utilized for industrial purposes	$P\ 4.00 \times \text{area (Land Use)} + 25\% \text{ of Land Use (Processing Fee)} + P100.00 \text{ (Locational Clearance)} + P200.00 \text{ (Certificate Fee)}$
Yards utilized for commercial purposes	$P\ 2.50 \times \text{area (Land Use)} + 25\% \text{ of Land Use (Processing Fee)} + P100.00 \text{ (Locational Clearance)} + P200.00 \text{ (Certificate Fee)}$
All types of renovation	$75\% \text{ of the corresponding prescribe rate} \times \text{area} + 25\% \text{ of Land Use (Processing Fee)} + P100.00 \text{ (Locational Clearance)} + P200.00 \text{ (Certificate Fee)}$
Petition / Request for Reclassification	P1,350.00

NOTE: According to Ordinance No. 3, Series of 2007: *“For residential zones/areas being granted special exemption or variance by the LZBAA, allowing it to be used for other purposes, the rate of land use fee shall be double the rates specified in the table.”*