

**Issuance of Locational Clearance (for simple transaction and conforming projects)  
(External Service)**

This service is a requirement for the issuance of a Building Permit, ensuring that the project is permissible within the designated area and that the conditions set align with the approved Zoning Ordinance No. 16, Series of 2019.

<b>Office or Division:</b>	City Planning & Development Office – Land Use and Zoning Administration Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G (Government to Government)			
<b>Who may avail:</b>	Building Owners/Contractors/Engineers/Architects			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Unified Application Form (One-Stop for Construction Permits)		1. Office of the Building Official Online Portal		
2. Site Development Plan with Vicinity Map and Location Plan, reflecting current lot boundaries, proper setbacks and parking provision, signed and sealed by duly licensed professional and concurred by owner		2. Owner/Contractor/Licensed Professional		
3. 1 set architectural plans (signed and sealed by licensed civil engineer or architect and concurred by owner)		3. Owner/Contractor/Licensed Professional		
4. Copy of Bill of Materials and Cost Estimates (signed and sealed by licensed professional and concurred by owner)		4. Owner/Contractor/Licensed Professional		
5. Copy of DENR Approved Subdivision Plan in case the Title presented is the mother title		5. Owner/DENR/City Assessor’s Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements and accomplished application form through the Office of the Building Official (OBO)	1.1. (OBO) Receive complete documents	(Schedule of fees as prescribed by City Zoning Ordinance . Client pays to the CTO after one-time assessment of fees by OBO)	<i>(Refer to OBO Process)</i>	<i>(Refer to OBO Process)</i>
	1.2. (OBO) Prepare and forward applicable documents and plans to LUZAD			
	1.3. Receive documents from OBO, check			

	completeness of documents submitted and encode in database, prints tracking slip			
	1.4. Forward to Zoning Officer IV for assignment of evaluator		5 Minutes	<i>Planning Assistant City Planning &amp; Development Office</i>
	1.5. Assign Evaluator and inspector		5 Minutes	<i>Zoning Officer IV City Planning &amp; Development Office</i>
	1.6. Forward to assigned Zoning Evaluator		5 Minutes	<i>Planning Assistant City Planning &amp; Development Office</i>
	1.7. Evaluate documents of application and encode in LAN Database and E-Tracs System		1 Day	<i>Zoning Inspector, Zoning Officer II or III City Planning &amp; Development Office</i>
	1.8. Final Evaluation, assessment; then prepare and print Locational Clearance		30 Minutes	<i>Zoning Officer II or III City Planning &amp; Development Office</i>
	1.9. Review and recommend approval in the E-Tracs System		20 Minutes	<i>Zoning Officer IV City Planning &amp; Development Office</i>
	1.10. Approve application and fees in the E-Tracs System		20 Minutes	<i>Department Head or Assistant Department Head City Planning &amp; Development Office</i>
	1.11. Return Application folder to OBO		30 Minutes	<i>Planning Assistant City Planning &amp; Development Office</i>
2. Receive Order of Payment from OBO	2.1. (OBO) Issue Consolidated Order of Payment		<i>(Refer to OBO Process)</i>	<i>Office of the Building Official</i>
3. Pay fees at the City Treasurer's Office (CTO)	3.1. (CTO) Receive payment and print OR, and update E-Tracs System about the payment		<i>(Refer to CTO Process)</i>	<i>City Treasurer's Office</i>
4. Receive Approved Documents from Office of the Building Official	4.1. (OBO) Release approved documents and plans to client		<i>(Refer to OBO Process)</i>	<i>Office of the Building Official</i>

(OBO)			
	<b>TOTAL:</b>		1 day, 2 hours, 25 minutes

Issuance of Locational Clearance (for simple transactions and conforming projects) is covered under Zoning Ordinance No. 16, Series of 2019.

*\*Please note that the processing time is intended for serving one client at a time. The time shall be extended when there are two or more clients.*

*\*\* Transactions for simple and conforming Locational Clearance applications are submitted to the Office of the Building Official. CPDO-LUZAD is a backroom process in the issuance of the Building Permit. This includes the one-time assessment of all fees by the Office of the Building Official, after which the client pays the amount in the order of payment issued, at the City Treasurer's Office.*