

1. SERVICE NAME: Certificate of Zoning Compliance/Special Use Permit/Temporary Use Permit

Description of the Service: Locational Clearance/Zoning Permit is issued to individual/firm who are about to construct a Building/conduct an activity

Office or Divisions:	City Planning & Development Office			
Classification:	Simple			
Type of Transactions:	G2C, G2B, G2G			
Who may avail:	Individual/firm			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form Title Tax Dec Latest Tax receipt Site Dev't. Plan Vicinity Map Bill of Materials ECC/CNC (if required) Affidavit of No Objection (if required) Cert. Road Right of way (if the project/activity is located within the National Road) Lease Contract/Authority to Use (if the applicant is a lessee/if the lot is not registered under the name of the applicant)		CPDO ROD Assessor's Office Treasury Office DENR CPDO DPWH		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get Application Form . Fill up application form	1. Give application form	None	10 mins	Mary Jane P. Bulauan <i>Zoning Officer IV</i>
2. Submit required documents	2. Receive/Evaluate required Documents -Issue Order of Payment if all documents are complete Accept payment Issue OR	None	20 mins.	Maribel P. Simon <i>Zoning Officer III</i> April Urbano <i>Admin Aide I</i>
3. Pay Fees at the City Treasurer's Office, show order of payment		<u>Residential</u> ●P100T & below= P288	10 mins.	Carina Teresa Q. Bulan Clerk II

		<ul style="list-style-type: none"> ●Over P100T- P200T=P576 ●Over P200T =P720+(1/10 of 1% in excess of P200T <p><u>Apartment/</u> <u>Townhouse</u></p> <ul style="list-style-type: none"> ●P500T & below=P1,140 ●Over P500T- P2M=P2,160 ●Over P2M =P3,600 +(1/10 of 1% of cost in excess of P2M regardless of the no. of floors) <p><u>Dormitories</u></p> <ul style="list-style-type: none"> ●P2M & below =P3,600 ●OverP2M =P3,600 +(1/10 of 1% of cost in excess of P2M regardless of # of floors) <p><u>Institutional</u></p> <ul style="list-style-type: none"> ●Below P2M =P2,800 ●Over P2M =P2,800 + (1/10 of 1% of cost in excess of P2M) <p><u>Commercial/</u> <u>Industrial/ Agro-</u> <u>Industrial</u></p>	<p>Albert M. Maddara RCC III</p> <p>Ricardo A. Agtarap RCC III</p>
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4. Return to CPDO, submit OR and wait for the processing and release of Permit/Clearance	Check OR Issue Clearance or Permit	<ul style="list-style-type: none">●Below P100T =P1,140●OverP100T- P500T=P2,160●Over P500T =P2,880●Over P1M- P2M=P4,320●Over P2M =P7,200 + (1/10 of 1% of cost in excess of P2M) <p><u>SUP</u></p> <ul style="list-style-type: none">●Below P2M = P7,200●Over P2M =P7,200 +(1/10 of 1% of cost in excess of P2M) <p>none</p>	10 mins.	Mary Jane P. Bulauan Zoning Officer IV Maribel P. Simon Zoning Officer III April Urbano Admin Aide I
			50 mins	