



Internal/External

1. SERVICENAME: 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 Division:	City Planning & Development Office
Classification:	Simple
Type of Transaction:	G2C, G2B, G2G
Who may avail:	Individual/firm

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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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
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get Application Form Fill up application form	Gived application form	None	10 mins.	Mary Jane P. Bulauan Zoning Officer IV



2. Submit required documents	Receive/Evaluate required documents Issue Order of Payment if all documents are complete	None	20 mins.	Kay B. Aggarao Zoning Officer I April U. Cuntapay Bookbinder I
3. Pay fees at the City Treasurer's Office, show order of payment	Accept Order of Payment Issue OR	<u>Residential</u> ●P100T & below= P288 ●Over P100T- P200T= P576 ●Over P200T = P720 +(1/10 of 1% in excess of P200T <u>Apartment/ Townhouse</u> ●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) <u>Dormitories</u> ●P2M & below = P3,600 ●OverP2M =P3,600	10 mins.	Lyka Dupo AA I Albert M. Maddara RCC III



			<p>+(1/10 of 1% of cost in excess of P2M regardless of # of floors)</p> <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/ Industrial/ Agro-Industrial</u></p> <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)		
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	Check OR Issue Clearance or Permit	None		Mary Jane P. Buluan <i>Zoning Officer IV</i>
4. Return to CPDO, submit OR and wait for the processing and release of Permit/Clearan ce			10 mins.	Kay Aggarao <i>Zoning Officer I</i> April Urbano <i>Bookbinder I</i>
TOTAL			50 mins	



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OFFICE OF THE PRESIDENT

