

SERVICES

1. ISSUANCE OF ZONING/LOCATIONAL CLEARANCE

- The Zoning/Locational Clearance is issued by the office to individuals as a pre – requisite prior to issuance of building permits, electrical permits and business permits
- This mandatory clearance is anchored on legal basis as stipulated under the National Building Code and HLURB Guidelines.

Office or Division:	MPDC, Mun. Assessor, MTO, BARANGAY			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration (Municipal Assessor’s Copy) (1 Photocopy)		Mun. Assessor Office		
2. Land Title (kung may titulo na ang lupa) (1 Photocopy)		Applicant		
3. Resibo ng Buwis (Current Year) (1 Photocopy)		Municipal Treasurer’s Office		
4. Technical Plans and Drawings/Blue prints (Original)		Applicant		
5. Picture ng Bahay Kasama ang Aplikante, pirmahan (Harap at tagiliran) with Floor Area (kabuuan ng sukat ng bahay/ square meter) and Vicinity Map (1 Original)		Applicant		
6. Picture of Garbage Bin		Applicant		
7. Deed of Sale (kung nabili ang pinagtitirikan ng bahay)(1 Photocopy)		Applicant		
8. Contract of Lease (kung nangungupahan lang) (1 Photocopy)		Applicant		
9. Pahintulot ng May-ari (kung nakikitirik lang ng bahay) (Photocopy)		Applicant certify by the Brgy. Chairman		
10. Sedula ng aplikante(1 Photocopy)		Municipal Treasurer’s Office		
11. Certification (Pagpapatunay mula sa Punong Barangay) (1 Photocopy)		Barangay Secretary certified by the Brgy. Chairman		
12. Barangay Clearance		Barangay Secretary certified by the Brgy. Chairman		
OTHER REQUIRED DOCUMENTS				
13. Special Power of Attorney, if the authority to sign in the document is designated by the owner of the property.		Person who have the authority to signed		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1.1 Give the client log book	₱ 80.00 (Electrical and Business Clearance)	Three (3) Minutes	JAY-RON D. CORONACION Task Force Ordinance
2. Submit the required documents for initial assessments for verification.	2.1 Received the required documents and check for completeness	Total Area X 10,000 per square meter	Three (3) Minutes	JAY-RON D. CORONACION Task Force Ordinance
	2.2 Assess the documents as to completeness	Total Cost of Project		
	2.3 Interview the Clients	- 200,000 Over Cost		
3. Accompany the Inspection Team at the location for verification.	3.1 Inspect the location	Total Cost of Project X 0.1% of Project Cost	One (1) Day	ROMEL B. CALZADO, EnP Acting MPDC/ Zoning Officer
		Total Cost of Project X 0.01% 1/10 of 1% Project Cost		JAY-RON D. CORONACION Task Force Ordinance
				MARTIN LAUTHER KING AZNAR

				Task Force Ordinance
4. Pay the required fees	4.1 Payment of fees	Total Cost of Project + 720 for over Cost TOTAL PAYMENT (Based on HLURB Guidelines) (For Building Permit)		MUNICIPAL TREASURER'S OFFICE
	4.2 Issue the order of payment if all required documents were given.			
	4.3 Start processing the request.			
5. Claim the Zoning/Locational Clearance and signed in the record book to acknowledge receipt.	5.1 Issue the approved Zoning/Locational Clearance to the client.		Three (3) Minutes	ROMEL B. CALZADO, EnP Acting MPDC/ Zoning Officer
TOTAL:		P 80.00	1 day, 9 minutes	

2. ISSUANCE OF CERTIFICATION

- The Certification is issued by the office based on specific purposes that fall within the MPDC mandate.

Office or Division:	Municipal Planning and Development Coordinator/Municipal Treasurer's Office				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Request Letter specifying the purposes		Applicant			
2. Supporting Documents		Applicant			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Sign in the Client Log Book	1.1 Give the client log book	₱ 80.00	Three (3) Minutes	JAY-RON D. CORONACION Task Force Ordinance	
2. Submit the required documents for initial assessments for verification.	2.1 Received the required documents and check for completeness		₱ 80.00	Three (3) Minutes	JAY-RON D. CORONACION Task Force Ordinance
	2.2 Make sure that all documents will be completed.				
	2.3 Interview the Clients				
3. Pay the required fees	3.1 Payment of fees	₱ 80.00		MUNICIPAL TREASURER'S OFFICE	
	3.2 Issue the order of payment if all required documents were given.				
	3.3 Start processing the request.				
4. Claim the Certification and signed in the record book to acknowledge receipt.	4.1 Issue the approved Certification to the client.		Three (3) Minutes	ROMEL B. CALZADO, EnP Acting MPDC/ Zoning Officer	
TOTAL:		P 80.00	9 minutes		