

Requirements for Locational Clearance (1 set only)

1. Notarized application form (ZA Form No. 1)
2. Proof of Ownership (any of the following)
 - (2.1) Land Title (TCT) registered in the name of applicant;
 - (2.2) TCT (previous owner) & Notarized Deed of Sale;
 - (2.3) TCT (reg. owner) & Notarized Contract to Sell;
 - (2.4) TCT & Notarized Lease Agreement, if lessee
3. Tax Declaration and current tax receipt
4. Barangay Clearance for Building Permit
5. Project Cost / Bill of Materials
6. Specifications
7. Building plans (2 sets)
8. PTR / PRC ID of engrs/arch. who signed the plans
9. Special Power of Attorney, if applicable (authority to sign / apply)
10. Secretary's Certificate, if applicable (authority to sign / apply)
11. Traffic Impact Assessment/Study, if applicable
12. ECC/CNC, if applicable

Additional Requirements for Non-Residential Building & Apartment within a subdivision

1. Notarized Homeowner Association's Board Resolution

In case of No Active/Inactive Homeowner's Association

1. Barangay Resolution stating that:
 - that there is no HOA/HOA is inactive;
 - that the brgy allows/permits the proposed project
2. Neighborhood Consent

Additional Requirements for Manufacturing Building

1. Cost and specifications of machineries
2. ECC / CNC issued by DENR

Additional Requirements for Cellsite

1. Cert. photocopy of NTC Provisional Authority or
2. Certificate of Public Convenience and Necessity
3. Height Clearance from Air Transportation Office (ATO)
4. Radiation Protection Evaluation Report from DOH
5. Barangay Council Resolution
6. Homeowner Association's Board Resolution if location is within a subdivision
7. Neighborhood Consent

Additional Requirements for Funeral Establishment

1. ECC issued by the DENR for Category 1 Project
2. Site Clearance from City Health Office
3. Barangay Resolution
4. Neighborhood Consent

Additional Requirements for Poultry / Piggery / Solid Waste Facility

1. ECC or CNC from DENR/EMB
2. DAR Conversion/Exemption Clearance, if applicable
3. Site Clearance from City Health Office or City Veterinarian Office
4. Barangay Council Resolution
5. Neighborhood Consent

Additional Requirements for Gasoline Station;

Junkshop and other Special Projects:

1. Barangay Resolution
2. Neighborhood Consent
3. Home Owner's Board Resolution, if applicable;

Additional Requirements for Special Projects:

1. Barangay Resolution
2. Certification from City Engineering Office
3. Clearance or Cert from DPWH

City Planning & Development Office
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