

CITY PLANNING AND DEVELOPMENT OFFICE

EXTERNAL SERVICES



1. ISSUANCE OF LOCATIONAL CLEARANCE OR ZONING COMPLIANCE AND TEMPORARY USE PERMIT (TUP) FOR NEW AND RENEWAL OF BUSINESS PERMIT

A business proprietor who wishes to start his/her own business or renew their existing business permit are required to secure a mayor's permit or city license from the city government of Imus.

OFFICE OR DIVISION	Business One Stop Shop (BOSS) Zoning Representative	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government	
WHO MAY AVAIL THE SERVICE	All residents, non-residents and companies who intend to renew or open a new business in the City of Imus	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Application of New Business Permit		
Duly accomplished and notarized Locational Clearance or Zoning Compliance Application Form	Business One Stop Shop (BOSS) Zoning Representative	
Duly accomplished and notarized Affidavit of Parking	Business One Stop Shop (BOSS) Zoning Representative	
Proof of Ownership (Photocopy) <ul style="list-style-type: none"> • Transfer Certificate of Title(s) (TCT). If the property (TCT) is not registered in the name of the applicant provide the necessary requirements: <ol style="list-style-type: none"> a. Notarized Deed of Sale b. Notarized Deed of Donation c. Notarized Agreement to purchase and sell d. Notarized copy of authorization to use the land from the registered owner e. Notarized Contract of Lease f. Tax Declaration g. Updated tax receipt 	Provided by the property owner.	
Barangay Resolution or Endorsement	Barangay where the business is located	
Homeowner's Association Resolution (HOA) endorsing the project or business, If the location of the business is within a Residential Subdivision.	Homeowners Association of the said subdivision	
DTI or SEC Registration	Department of Trade and Industry (DTI) and Securities and Exchange Commission	
Picture of establishment (front, side showing the road setback and	Provided by the property owner.	

interior)				
Personal appearance on the actual date of inspection		Participation of the business owner		
Renewal of Business Permit				
Photocopy of previous Business Permit and Official Receipt		Provided by the business owner		
New Barangay Endorsement		Barangay where the business is located		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Assess the requirements and verify if inspection is needed	None	15 minutes	Greg Chuangco; Augusto Bayot; Whelvin Ramos; Marcos Ilas; Dennis Sauquillo
2. Undergo the inspection	2. Inspect the business site and road setback (if needed)	None	30 minutes	Marcos Ilas; Jojie Cervantes; Augusto Bayot
3. Receive assessment of fees and proceed to the BPLO for the processing of request (after inspection or if inspection is not required)	3.1 Approve the application and assess the fees. 3.2 Provide assessment fees.	Article U, Section 1-a of the 2008 Imus Revenue Code	10 minutes (stop time)	Engr. Rodel Pelaez; Engr. Nenita Casing; Greg Chuangco; Augusto Bayot; Roderick Biazon; Whelvin Ramos; Marcos Ilas; Dennis Sauquillo
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on assessment	55 minutes	

ZONING AND LOCATIONAL CLEARANCE FEES

1. Single Residential Structure	
Total Floor Area multiplied by 8,000/square meter or total Bill of Materials whichever is higher.	
a. P200,000.00 and below	P 200.00
b. Over P200,000.00 to P400,000.00	400.00
c. Over P400,000.00	500.00 + 1/10 of 1% of cost in excess of P400,00.00
2. Apartments / Townhouses	

Total Floor Area multiplied by 8,000.00/square meter or total Bill of Materials whichever is higher.	
a. P500,000.00 and below	P 1,000.00
b. Over P500,000.00 and above	P 1,000.00 + 1/10 of 1% of cost in excess of P500,000.00 regardless of the number of doors
3. Dormitories	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher	
a. P2,000,000.00 and below	P 2,500.00
b. Over P2,000,000.00	P 2,500.00 + 1/10 of 1% of cost in excess of P2,000,000.00 regardless of the number of doors
4. Institutional	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher	
Project cost of which is:	
a. Below P1,000,000.00	P1,000.00
b. P1,000,000.00 to P2,000,000.00	P2,000.00
c. Over P2,000,000.00	P2,500.00 + 1/10 of 1% of cost in excess of P2,000,000.00
5. Commercial, Industrial and Agro-Industrial	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher	
Project cost of which is:	
a. Below P100,000.00	P1,000.00
b. Over P100,000.00 to 500,000.00	P1,500.00
c. Over P500,000.00 to 1,000,000.00	P2,000.00
d. Over P1,000,000.00 to 2,000,000.00	P3,000.00
e. Over 2,000,000.00	P 5,000.00 + 1/10 of 1% of cost in excess of P2,000,000.00
6. Special Uses/Special Projects	
(Gasoline Station, Cell Sites, Slaughter House, Treatment Plan, etc.)	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher.	
a. Below P2,000,000.00	P5,000.00
b. Over P2,000,000.00	P5,000.00 + 1/10 of 1% of cost in excess of P2,000,000.00
7. Alteration/Expansion (affected areas/cost only)	
Same as original application	



2. ISSUANCE OF LOCATIONAL CLEARANCE (TPZ/TUP) FOR THE APPLICATION OF BUILDING PERMIT (ONE STOP SHOP BUILDING PERMIT)

Any entity who will engage in a construction activity shall secure a Locational Clearance from the City Zoning Administrator.

OFFICE OR DIVISION	One Stop Shop Construction Permit (OSCP)
CLASSIFICATION	Highly - Technical
TYPE OF TRANSACTION	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
WHO MAY AVAIL THE SERVICE	Any person, firm or corporation who will undergo construction activities regardless of size and cost of the project can avail this service.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Duly accomplished and notarized Locational Clearance or Zoning Compliance Application Form	One Stop Shop Construction Permit (OSCP) Window 1 and 2
Duly accomplished and notarized Affidavit of Parking for application of commercial, industrial, residential apartments and institutional buildings	One Stop Shop Construction Permit (OSCP) Window 1 and 2
One (1) set from the four (4) sets of required documents for the application of the Building Permit at the Office of the Building Official (OBO)	One Stop Shop Construction Permit (OSCP) Window 1 and 2
Proof of Ownership (Photocopy) <ul style="list-style-type: none"> a. Transfer Certificate of Title(s) (TCT), if the property (TCT) is not registered in the name of the applicant provide the necessary requirements: <ul style="list-style-type: none"> o Notarized Deed of Sale o Notarized Deed of Donation o Notarized Agreement to purchase and sell o Notarized copy of authorization to use the land from the registered owner b. Tax Declaration c. Updated Tax Receipt 	Provided by the property owner.
Barangay Resolution or Endorsement	Barangay where the business is located
Homeowner's Association Resolution endorsing the project if the project is located within the subdivision except for residential purposes	Homeowners Association of the said subdivision
Complete Engineering Plans duly signed and sealed by the respective	Provided by the professionals who prepares and signed in the technical

Licensed Engineers	plans to be submitted by the owner			
Specifications, Bill of Materials and Cost Estimates duly signed and sealed by a licensed Civil Engineer	Provided by the professionals who prepares and signed in the technical plans to be submitted by the owner			
Lot Plan or consolidated plan of lots signed and sealed by a licensed Geodetic Engineer or Architect	Provided by the professionals who prepares and signed in the technical plans to be submitted by the owner			
Lot Plan with Technical Description approved by the Bureau of Land (for TCT without Technical Description)	Provided by the professionals who prepares and signed in the technical plans to be submitted by the owner			
Photocopy of PRC ID and Latest Professional Tax Receipt (PTR) of the respective licensed professionals	Provided by the professionals who prepares and signed in the technical plans to be submitted by the owner			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements in windows 1, 2 and 3	1.1 Check the completeness of the documents.	None	15 minutes	Kristine Marie Pakingan Cresencia A. Parnala Razil Benitez
	1.2 Encode the received documents.	None		
	1.3 Issue a claim stub.	None		
	1.4 Evaluate the plans and documents submitted.	None	30 minutes	
	1.5 Provide assessment fees	None		
2. Receive order of payment	2. Issue order of payment.	None	15 minutes (stop time)	Engr. Nenita Casing; Greg Chuangco; Augusto Bayot; Dennis Sauquillo; Roderick Biazon
3. Pay the required fee at OSCP Window 4.	3. Receive payment and issue Official Receipt (OR)	Refer to Article U, Section I of the 2008 Imus Revenue Code	3 minutes	Charmaine Joy Saringayat Gillianne Villafuerte Mary Ann Franco
4. Present the original and photocopy of the O.R.	4.1 Prepare the Clearance.	None	10 minutes	Cindy T. De Castro Aileen D. Albay
	4.2 Approved the request.	None	5 minutes	Engr. Rodel B. Pelaez

5. Received the Zoning Clearance	5. Release Zoning Clearance.	None	3 minutes	Engr. Nenita S. Casing Cindy T. De Castro; Aileen D. Albay
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on assessment	1 hour, 21 minutes	

ZONING AND LOCATIONAL CLEARANCE FEES

8. Single Residential Structure	
Total Floor Area multiplied by 8,000/square meter or total Bill of Materials whichever is higher.	
d. P200,000.00 and below	P 200.00
e. Over P200,000.00 to P400,000.00	400.00
f. Over P400,000.00	500.00 + 1/10 of 1% of cost in excess of P400,00.00
9. Apartments / Townhouses	
Total Floor Area multiplied by 8,000.00/square meter or total Bill of Materials whichever is higher.	
c. P500,000.00 and below	P 1,000.00
d. Over P500,000.00 and above	P 1,000.00 + 1/10 of 1% of cost in excess of P500,000.00 regardless of the number of doors
10. Dormitories	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher	
c. P2,000,000.00 and below	P 2,500.00
d. Over P2,000,000.00	P 2,500.00 + 1/10 of 1% of cost in excess of P2,000,000.00 regardless of the number of doors
11. Institutional	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher	
Project cost of which is:	
d. Below P1,000,000.00	P1,000.00
e. P1,000,000.00 to P2,000,000.00	P2,000.00
f. Over P2,000,000.00	P2,500.00 + 1/10 of 1% of cost in excess of P2,000,000.00
12. Commercial, Industrial and Agro-Industrial	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher	
Project cost of which is:	
f. Below P100,000.00	P1,000.00
g. Over P100,000.00 to 500,000.00	P1,500.00
h. Over P500,000.00 to 1,000,000.00	P2,000.00

i. Over P1,000,000.00 to 2,000,000.00	P3,000.00
j. Over 2,000,000.00	P 5,000.00 + 1/10 of 1% of cost in excess of P2,000,000.00
13. Special Uses/Special Projects	
(Gasoline Station, Cell Sites, Slaughter House, Treatment Plan, etc.)	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher.	
c. Below P2,000,000.00	P5,000.00
d. Over P2,000,000.00	P5,000.00 + 1/10 of 1% of cost in excess of P2,000,000.00
14. Alteration/Expansion (affected areas/cost only)	Same as original application



3. ISSUANCE OF ZONING CERTIFICATION

Provide the classification of a parcel of land/property as to the type of land uses based on the approved Zoning Classification of the city.

OFFICE OR DIVISION	Zoning Administrator			
CLASSIFICATION	Highly-Technical			
TYPE OF TRANSACTION	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All residents, non-residents of the City of Imus and companies who wish to verify the Zoning/ Land Use classification of their lots/parcels of land.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Notarized Application Form for Zoning Certification		One Stop Shop Construction Permit (OSCP) Window 6 and 7		
Photocopy of Transfer Certificate of Title(s) (TCT)		Provided by the Owner/Applicant		
Photocopy of Tax Declaration		Provided by the Owner/Applicant		
Photocopy of Updated Tax Receipt		Provided by the Owner/Applicant		
Lot Plan or consolidated plan of lots (for two or more parcels of land) signed and sealed by a licensed Geodetic Engineer		Provided by the Owner/Applicant		
Lot Plan with Technical Description approved by the Bureau of Land (for TCT without Technical Description)		Provided by the Owner/Applicant		
Vicinity Map showing the exact location of the property		Provided by the Owner/Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements and receive the order of payment	1.1 Evaluate the requirements and the location of the lot(s)	None	10 minutes	Greg Chuangco; Dennis Sauquillo; Roderick Biazon
	1.2 Assess the fees	None	5 minutes (stop time)	
2. Receive order of payment	2. Issue Order of Payment	None	5 minutes (stop time)	Greg Chuangco; Dennis Sauquillo; Roderick Biazon
3. Pay the required fee at the City Treasurer's Office	3. Receive the payment and issue the Official Receipt (OR)	Article U, Section 1-b & c of the 2008 Imus Revenue Code	3 minutes	Charmaine Joy Saringayat; Gillianne Villafuerte; Mary Ann Franco
4. Present the original and	4.1 Process the request	None	5 minutes	Engr. Nenita Casing

photocopy of the O.R.	4.2 Approve the request	None	5 minutes	Cindy De Castro Engr. Rodel Pelaez Engr. Nenita Casing
5. Receive the document.	5. Release the document	None	2 minutes	Engr. Nenita Casing Cindy De Castro
Fill-out Client Satisfaction Rating From				
TOTAL		Based on assessment	35 minutes	

DEVELOPMENT PERMIT AND ALTERATION PERMIT OF SUBDIVISION FEES

Subdivision Projects

1. Projects under P.D. 957	
Approval of Subdivision Plan (including townhouses)	
a. Preliminary Approval & Locational Clearance (PALC) / Preliminary Subdivision Development Plan (PSDP)	P250.00/ha. Or a fraction thereof
b. Final Approval and Development Permit	P2,000.00/ha. regardless of density
i. Inspection Fee	P2,000.00/ha. regardless of density
ii. Fee on Floor Area of houses and Building sold with Lot	Refer to Zoning / Locational Clearance Fee
c. Alteration of Plans (affected areas only)	Same as original application
2. Projects under B.P. 220	
1. Preliminary approval & Locational Clearance	
a. Socialized Housing	P75.00/ha.
b. Economic Housing	P150.00/ha.
• Inspection Fee	
a. Socialized housing	P200.00/ha.
b. Economic Housing	P500.00/ha.
3. Final Approval & Development Permit	
• Processing Fee	
a. Socialized housing	P500.00/ha.
b. Economic housing	P1,000.00/ha.

• Inspection Fee	
i. Socialized housing	P200.00/ha.
ii. Economic housing	P500.00/ha.
• Fee on Floor Area of houses and Building sold with Lot	Refer to Zoning / Locational Clearance Fee
4. Alteration of Plan (affected area only)	Same as Final Approval and Development Permit
5. Approval of Industrial Subdivision	
1. Preliminary approval & Locational Clearance	P120.00/ha. or a fraction thereof
• Inspection Fee	P1,200.00/ha.
2. Final approval & Development Permit	P1,200.00/ha
• Fee on Floor Area of Building sold with Lot	Refer to Zoning/ Locational Clearance Fee
3. Alteration of plan (affected areas only)	Same as original application
6. Approval of Commercial Subdivision	
a. Preliminary Approval & Locational Clearance	P360.00/ha. or a fraction thereof
• Inspection Fee	P600.00/ha.
b. Final Approval & Development Permit	P600.00/ha.
• Fee on Floor Area of Building sold with Lot	Refer to Zoning/ Locational Clearance
c. Alteration of plan (affected areas only)	same
7. Approval of Farm lot Subdivision	
a. Preliminary Approval & Locational Clearance	P240.00/ha. or a fraction thereof
• Inspection Fee	P600.00/ha
b. Final Approval & Development Permit	P600.00/ha
• Fee on Floor Area of Building sold with Lot	Refer to Zoning / Locational Clearance Fee
c. Alteration of plan (affected areas only)	Same as original application
8. Approval of Memorial Parks/Cemetery Projects	
1. Preliminary Approval & Locational Clearance	
a. For Memorial Projects	P600.00/ha.
b. For cemeteries	P240.00/ha.
• Inspection Fee	
a. For Memorial Projects	P600.00/ha.
b. For cemeteries	P240.00/ha
2. Final Approval & Development Permit	
• Processing Fee	
a. For Memorial Projects	P2.40/sq.m.

b. For Cemeteries	P1.20/sq.m.
3. Alteration of plan (affected areas only)	Same as Final Approval and Development Permit

City License Fee for Development

The subdivision owner and business establishment/land owner whose project involves horizontal developments (roads, bridges, drainage system, etc.) shall pay upon application for Development Permit/Zoning/Locational Clearance a Municipal License Fee of five pesos and fifty centavos per square meter (P5.50/sq.m.) of the total land area of the proposed project and an annual fee of one thousand one hundred pesos per hectare (P1,100.00/ha.) or fraction thereof for verification and inspection until the construction of roads, bridges, drainage system, installation of electric post and water system are completed.



4. ISSUANCE OF DEVELOPMENT PERMIT AND ALTERATION PERMIT OF SUBDIVISION

A Development Permit is a permit issued and approved by the Sanguniang Panlungsod before any land development is introduced to any parcel of land.

OFFICE OR DIVISION	Zoning Administrator	
CLASSIFICATION	Highly-Technical	
TYPE OF TRANSACTION	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government	
WHO MAY AVAIL THE SERVICE	All Land Owners or Developers who intend to alter or develop into a subdivision a parcel(s) of land situated in the City of Imus	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Development Permit Application		
Proof of Ownership <ul style="list-style-type: none"> Certified True Copy of Transfer Certificate of Title(s) (TCT) or Deed of Sale or Agreement to Purchase & Sell; Certified True Copy of Tax Declaration; Updated Tax Receipt 	Provided by the Owner/Applicant	
Six (6) sets of Complete Engineering Plans Signed & Sealed by a Licensed Engineer	Provided by the Owner/Applicant	
Plans, specifications, bill of materials and cost estimates duly signed and sealed by the appropriate licensed professionals	Provided by the Owner/Applicant	
Lot Plan signed and sealed by a licensed Geodetic Engineer; Consolidated plan of lots for two or more parcels of land. For TCT without technical descriptions, provide the lot plan with technical description approved by the Bureau of Lands	Provided by the Owner/Applicant	
Photocopy of PRC ID and Latest Professional Tax Receipt (PTR) for the Licensed Professionals	Provided by the Owner/Applicant	
Soft Copy of the Site Development Plan of Subdivision (CD or Flash Drive)	Provided by the Owner/Applicant	
Two (2) Copies of project description (1ha. and above) <ol style="list-style-type: none"> Project Profile Audited Financial Statement for the last 3 preceding years Income tax return for the last 3 preceding years Certificate of Registration from SEC 	Provided by the Owner/Applicant	



e. Articles of Incorporation or partnership f. Corporation by-laws and implementing amendments g. For new corporation (3 years & below), Statement of Capitalization & Source of Income				
Traffic Impact Assessment (TIA) for subdivision 30 ha. and above.	Provided by the Owner/Applicant			
Barangay Resolution where the subdivision is located	Barangay where the business is located			
Certified true Copy of Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC) whichever is applicable	Department of Environment and Natural Resources (DENR)			
Permit to drill from National Water Resources Board (NWRB)	National Water Resources Board (NWRB)			
For Alteration Permit Application				
Request Letter for the Alteration of the approved subdivision indicating the reasons for the alteration	Provided by the Owner/Applicant			
Five (5) sets - Site Development Plan showing the previously approved subdivision and the proposed altered plan of the subdivision	Provided by the Owner/Applicant			
Five (5) sets - complete engineering plans if there is a major alteration in the road right of ways	Provided by the Owner/Applicant			
For Certificate of Completion Application				
Received letter from the Housing and Land Use Regulatory Board (HLURB) informing the LGU for the application of a certificate of completion (COC) filed by the developer	Housing and Land Use Regulatory Board (HLURB)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Evaluate the requirements, transmit the application to the Sanggunian and schedule the site inspection. 1.2 Conduct an ocular inspection of the site. 1.3 Prepare the Evaluation Report of the subdivision and submit to the		2 hours 1 day 2 hours	Engr. Rodel Pelaez; Engr. Nenita Casing; Greg Chuangco; Roderick Biazon Greg Chuangco; Roderick Biazon Engr. Nenita Casing; Greg Chuangco;

	Sanggunian Panlungsod. 1.4 Approve the application		1 day	Roderick Biazon; Cindy de Castro; Vice Mayor and Sangguniang Panlungsod Members
2. Receive order of payment.	2. Issue order of payment		5 minutes	CPDO Staff
3. Pay the required fee at the City Treasurer's Office	3. Receive the payment and issue the O.R.	Article U, Section 1-b & c of the 2008 Imus Revenue Code	2 minutes	Charmaine Joy Saringayat Gillianne Villafuerte Mary Ann Franco
4. Present the original and photocopy of the O.R.	4.1 Prepare the document for approval		14 days	Engr. Nenita Casing; Greg Chuangco; Cindy de Castro
	4.2 Approve the request		1 day	Mayor Emmanuel L. Maliksi; Vice Mayor Arnel Cantimbuhan; Coun. Leonardo Antonio O. Deocadis
5. Receive the document	5. Release the document		3 minutes	Engr. Nenita Casing; Greg Chuangco
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on assessment	18 days	

DEVELOPMENT PERMIT AND ALTERATION PERMIT OF SUBDIVISION FEES

Subdivision Projects

9. Projects under P.D. 957	
Approval of Subdivision Plan (including townhouses)	
d. Preliminary Approval & Locational Clearance (PALC) / Preliminary Subdivision Development Plan (PSDP)	P250.00/ha. Or a fraction thereof
e. Final Approval and Development Permit	P2,000.00/ha. regardless of density

j. Inspection Fee	P2,000.00/ha. regardless of density
ii Fee on Floor Area of houses and Building sold with Lot	Refer to Zoning / Locational Clearance Fee
f. Alteration of Plans (affected areas only)	Same as original application
10. Projects under B.P. 220	
2. Preliminary approval & Locational Clearance	
c. Socialized Housing	P75.00/ha.
d. Economic Housing	P150.00/ha.
• Inspection Fee	
c. Socialized housing	P200.00/ha.
d. Economic Housing	P500.00/ha.
11. Final Approval & Development Permit	
• Processing Fee	
c. Socialized housing	P500.00/ha.
d. Economic housing	P1,000.00/ha.
• Inspection Fee	
iii. Socialized housing	P200.00/ha.
iv. Economic housing	P500.00/ha.
• Fee on Floor Area of houses and Building sold with Lot	Refer to Zoning / Locational Clearance Fee
12. Alteration of Plan (affected area only)	
Same as Final Approval and Development Permit	
13. Approval of Industrial Subdivision	
4. Preliminary approval & Locational Clearance	
	P120.00/ha. or a fraction thereof
• Inspection Fee	P1,200.00/ha.
5. Final approval & Development Permit	
	P1,200.00/ha
• Fee on Floor Area of Building sold with Lot	Refer to Zoning/ Locational Clearance Fee
6. Alteration of plan (affected areas only)	Same as original application
14. Approval of Commercial Subdivision	
d. Preliminary Approval & Locational Clearance	
	P360.00/ha. or a fraction thereof
• Inspection Fee	P600.00/ha.
e. Final Approval & Development Permit	
	P600.00/ha.
• Fee on Floor Area of Building sold with Lot	Refer to Zoning/ Locational Clearance
f. Alteration of plan (affected areas only)	same
15. Approval of Farm lot Subdivision	
d. Preliminary Approval & Locational Clearance	
	P240.00/ha. or a fraction thereof

• Inspection Fee	P600.00/ha
e. Final Approval & Development Permit	P600.00/ha
• Fee on Floor Area of Building sold with Lot	Refer to Zoning / Locational Clearance Fee
f. Alteration of plan (affected areas only)	Same as original application
16. Approval of Memorial Parks/Cemetery Projects	
4. Preliminary Approval & Locational Clearance	
c. For Memorial Projects	P600.00/ha.
d. For cemeteries	P240.00/ha.
• Inspection Fee	
c. For Memorial Projects	P600.00/ha.
d. For cemeteries	P240.00/ha
5. Final Approval & Development Permit	
• Processing Fee	
c. For Memorial Projects	P2.40/sq.m.
d. For Cemeteries	P1.20/sq.m.
6. Alteration of plan (affected areas only)	Same as Final Approval and Development Permit

City License Fee for Development

The subdivision owner and business establishment/land owner whose project involves horizontal developments (roads, bridges, drainage system, etc.) shall pay upon application for Development Permit/Zoning/Locational Clearance a Municipal License Fee of five pesos and fifty centavos per square meter (P5.50/sq.m.) of the total land area of the proposed project and an annual fee of one thousand one hundred pesos per hectare (P1,100.00/ha.) or fraction thereof for verification and inspection until the construction of roads, bridges, drainage system, installation of electric post and water system are completed.

5. ISSUANCE OF CERTIFIED TRUE COPY OF PLANS, MAPS AND OTHER DOCUMENTS

OFFICE OR DIVISION	Zoning Administrator			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photocopy of the documents to be certified		Zoning Administrator		
Valid Identification Cards (ID) and authorization letter in case of representatives		Provided by the Owner/Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Receive and evaluate the authenticity of the documents	None	10 minutes	Engr. Nenita Casing; Greg Chuangco; Roderick Biazon; Dennis Sauquillo
	1.2 Assess the fees.	None	5 minutes	
2. Receive the order of payment	2. Issue the order of payment	None	5 minutes (stop time)	Engr. Nenita Casing; Greg Chuangco; Roderick Biazon; Dennis Sauquillo
3. Pay the required fee at the City Treasurer's Office	3. Receive the payment and issue the O.R.	Php 55.00 /pc Certified True Copy of documents Php 125.00/ pc Certified True Copy of map and subdivision plan	2 minutes	City Treasurer's Office
4. Present the Official Receipt (O.R.)	4. Receive the O.R. 4.2 Sign the documents	None None	8 minutes	Engr. Rodel Pelaez; Engr. Nenita Casing
5. Receive the documents.	5. Release the document.	None	2 minutes	CPDO Staff
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on assessment	30 minutes	

6. PROVIDE DATA & PROFILE OF THE CITY

Profile of the city and other relevant data from social, economic, environmental and institutional sector can be requested to this office.

OFFICE OR DIVISION	City Planning and Development Office / Zoning Administrator			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter addressed to the City Mayor or City Planning and Development Coordinator		Applicant		
Valid Identification Cards (ID)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements and request of the data needed and receive the order of payment	1.1 Verify the availability of the data needed	None	15 minutes	Gina Camerino; Princess Polo
	1.2 Assess the fees.	None		
2. Receive order of payment	2. Issue order of payment	None	2 minutes (stop time)	Gina Camerino; Princess Polo
3. Pay the required fee at the City Treasurer's Office	3. Receive the payment and issue the Official Receipt (O.R.)	Photocopy of Documents P50.00 minimum & P1.00 /page in excess of 10 pages Copy from CD P50.00 minimum & P5.00/page in excess of 5 pages Electronic/ Digital File P250.00 (50% discount for students)	2 minutes	City Treasurer's Office

4. Present the Official Receipt (OR)	4.1 Receive the Official Receipt (OR)	None	15 minutes	Gina Camerino; Princess Polo
	4.2 Process the request			
5. Receive the document	5. Release the document	None	2 minutes	Gina Camerino; Princess Polo
TOTAL		Based on assessment	36 minutes	32 minutes

NOTE: The requesting party must leave his/her identification card to the planning staff upon availing of the original copy of the documents. Once the original documents were returned to the CPDO office, his/her identification card will also be returned to him. Original copies of documents are allowed only to be out of the office of the CPDO within the day.

