



Securing Zoning Clearance for Building Permit

ABOUT THE SERVICE

All enterprises and private persons constructing a new building or applying for expansion/renovation are required to secure a zoning clearance upon application for building permit.

This should be done before the start of construction to ensure that the building / business is allowed in the chosen location as per the Naga City Comprehensive Land Use Plan (CLUP).

TAXES AND FEES

TYPE OF STRUCTURE / PROJECT COST	CLEARANCE FEE
a. Single Residential structure attached or detached	
1. P 100,000 and below	P 288.00
2. Over P 100,000.00 to P 200,000.00	P 576.00
3. Over P 200.00	P 720 + (1/10 of 1% in excess of P 200,000)
b. Apartment/Townhouses	
1. P 500,000 and below	P 1,440.00
2. Over P 500,000.00 to 2 Million	P 2,160.00
3. Over 2 Million	P 3,600.00 + (1/10 of 1% in excess of P 2 Million regardless of the number of floors)
c. Dormitories	
1. P 2 Million and below	P 3,600.00
2. Over P 2 Million	P 3,600.00 + (1/10 of 1% in excess of P 2 Million regardless of the number of floors)
d. Institutional Project cost of which is:	
1. below P 2 Million	P 2,880.00
2. Over P 2 Million	P 2,880.00 + (1/10 of 1% of cost in excess of P2 Million)
e. Commercial, Institutional and Agro-Industrial Project Cost of which is:	
1. Below P 100.00	
2. Over P 100.00 – P 500.00	P 1,440.00
3. Over P 500.00 – P 1M	P 2,160.00
4. Over P 1Million – P 2Million	P 2,880.00
5. Over P 2 Million	P 4,320.00 P 7,200.00 + (1/10 of 1% of cost in excess of P 2Million)
f. Special Uses / Special Projects (Gasoline Station, Cell Sites, Slaughter house, treatment plant, etc.)	
1. Below P 2 Million	P 7,200.00 + (1/10 of 1% of cost in excess of P 2Million)
2. Over P 2 Million	P 7,200.00 + (1/10 of 1% of cost in excess of P 2Million)
g. Alteration / Expansion (affected areas / cost only)	Same as the original application



Department / Office:		CITY PLANNING AND DEVELOPMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses G2G – Government to Government		
Who may avail		Any Resident		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Application form for zoning Clearance, duly notarized – 2 copies 		<ul style="list-style-type: none"> • City Planning and Development Office 		
<ul style="list-style-type: none"> • Building Plan duly signed by a Civil Engineer / Architect– 1 set 				
<ul style="list-style-type: none"> • Perspective duly signed by a Civil Engineer / Architect– 1 set 				
<ul style="list-style-type: none"> • Lot Plan – 1 copy 				
<ul style="list-style-type: none"> • Bill of Materials – 1 copy 				
<ul style="list-style-type: none"> • Specifications – 1 copy 				
<ul style="list-style-type: none"> • Transfer Certificate of Title (TCT) or Deed of Sale – 1 copy 				
<ul style="list-style-type: none"> • Real Property Tax Declaration – 1 copy 		<ul style="list-style-type: none"> • City Assessor's Office 		
<ul style="list-style-type: none"> • Certificate of updated Real Property Tax Payment 		<ul style="list-style-type: none"> • City Treasurer's Office 		
<ul style="list-style-type: none"> • Environmental Clearance Certificate (ECC), when applicable 		<ul style="list-style-type: none"> • Department of Environment and Natural Resources 		
<ul style="list-style-type: none"> • If lot is not owned: <ul style="list-style-type: none"> - Contract of Lease – 1 copy - Authorization to Occupy Lot 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Assessment of Fees Have your clearance fees assessed by a Zoning Official, Bring along your notarized application form.			5 minutes	WILFREDO B. PRILLES, JR. CGDH I City Planning and Development Coordinator JOB B. OLIVA Statistician II ROSEMARIE I. CIUDADANO Planning Officer II NESSY P. SALES Project Development Officer I
2. Payment of Fees Proceed to the City Treasurer's Office; pay the requisite fees; and			5 minutes	Local Revenue Collection Officer CITY



secure an Official Receipt				TREASURER'S OFFICE
3. Submission of Requirements Present the Official Receipt to the CPDO and submit all requirements			3 minutes	WILFREDO B. PRILLES, JR. CGDH I City Planning and Development Coordinator JOB B. OLIVA Statistician II ROSEMARIE I. CIUDADANO Planning Officer II NESSY P. SALES Project Development Officer I
	4. Review and Verification Officer-in-charge reviews and verifies submitted requirements		7 minutes	
	5. Preparation of Locational Clearance Officer-in-charge prepares, processes and records Locational Clearance		15 minutes	WILFREDO B. PRILLES, JR. CGDH I City Planning and Development Coordinator JOB B. OLIVA Statistician II ROSEMARIE I. CIUDADANO Planning Officer II NESSY P. SALES Project Development Officer I
	6. Approval of Locational Clearance Officer-in-charge secures the signature of the Zoning Administrator.		2 minutes	WILFREDO B. PRILLES, JR. CGDH I City Planning and Development Coordinator / Zoning Administrator



TOTAL	P	37 minutes	
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CITY PLANNING AND DEVELOPMENT OFFICE

Room 208, 2/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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