



LOCATIONAL CLEARANCE

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Receiving of application and review of supporting documents	<ul style="list-style-type: none"> • Tomas Domingo • Jolex Bunag 	1 hr.	Malabon Taxpayers	1. For new building application: <ul style="list-style-type: none"> a. Transfer Certificate of Title b. Barangay Clearance c. Two (2) sets of Building Plan d. Real Property Tax Clearance e. Cedula 2. For new business permit application <ul style="list-style-type: none"> a. Transfer Certificate of Title b. Barangay Clearance c. Sketch d. Contract of Lease (if rented) 	Industrial / Commercial – P18.00 per sq. m. Institutional – P9.00 per sq. m. Residential – P9.00 per sq. m.	15 days (Inclusive)
2. Inspection and evaluation	<ul style="list-style-type: none"> • Jon Tesorero • Ronnie Flores • Jolex Bunag • Bong Casimero 	1 day				
3. Payment of Fees	Cashiers <ul style="list-style-type: none"> • Melissa Santos (Window 2) • Syra Matito (Window 3) • Rose Labarda (Window 7) 	1 hr.				
4. Approval	<ul style="list-style-type: none"> • Arch. Christy Aquino (Asst. Planning Officer) • Ma. Lina D. Punzalan (Head, City Planning) 	1 day				
5. Releasing of Locational Clearance	<ul style="list-style-type: none"> • Tomas Domingo 	1 hr.				