

Issuance of 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/businesses is allowed in the chosen location as per Municipality of Jagna Comprehensive Land Use Plan (CLUP).

FEE

Cost of Zoning Fees may vary depending on the program of works & estimates

REQUIREMENT/S

- Site Development plan to any appropriate scale, signed and scaled by a licensed architect/ Engineer.
- Vicinity Map drawn to any appropriate scale showing or indicating the major building activities or infrastructure within the perimeter 100 meters from the project site.
- Proof of right/ownership over the property or consent of the owner of the land where it is located or Duly notarized Affidavit of Consent, if the applicant is not the registered owner of the land subject of the application;
- Official Receipt of Real Property Tax Payments on the land subject of the application for the current year
- Tax Declaration (Xerox) or any documents.
- Certificate of fire safety
- Sketch plan of the house (less than 50 sq. mts) floor plan, front view, side view & rear view
- Bill of materials and cost of estimate
- Standard plan of the house (more than 50 sq.m.)
- Community Tax Certificate (cedula)
- Barangay building clearance where the development is located
- 3 pieces long folder blue

Note: If the building is constructed along the National/Provincial highway clearance must be secured from the District Engineering Office (Guindulman) before applying

HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY	DURATION	PERSON
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Service Provider	Client		RESPONSIBLE
1. Interview the client and ask for the purpose of the zoning clearance application		1 minute	Engr. Gerry V. Araneta
2. Provide application for locational clearance		1 minute	Maria Ellen C. Torres Rosie C. Reroma Engr. Gerry V. Araneta
3.	Accomplish the application form and affidavit properly & have these notarized		
4. Check the requirements and the validity of the documents (make computation for the Order of Payments		10 minutes	Engr. Gerry Araneta Zoning Administrator
5	Submit the duly accomplished & notarized application form together with the complete requirements		
6. Inspect/evaluate if land is of conforming use to the CLUP		10 minutes	Engr. Gerry Araneta Zoning Administrator
7.	Pay to the Revenue Collector the amount specified in the order of payment		
8.	Present the Official Receipt of the payment made		
9. Issuance of decision on Zoning/Locational Clearance		5 minutes	Engr. Gerry Araneta Zoning Administrator
Total		27 minutes	