

Iligan City Hall, Buhanginan Hills, Pala-o, 9200 Iligan City  
Tel.: (063) 222-2179; 221-9615; email: [iligancpdo@gmail.com](mailto:iligancpdo@gmail.com)

<b>Frontline Service</b>	:	<b>ISSUANCE OF ZONING / LOCATIONAL CLEARANCE</b>
<b>Schedule of Availability of Service</b>	:	8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays. On Mondays provision of services starts after flag raising
<b>Who May Avail of the Service</b>	:	Building Permit applicants

**What are the Requirements:**

- Application Form (duly accomplished and notarized);
- Proof of ownership over the land;
- Certificate of Title or Tax Declaration in the name of applicant or any of the following documents together with the owner's Certificate of Title or Tax Declaration:
  - (a) Deed of Sale in the name of the applicant;
  - (b) Deed of Donation;
  - (c) Contract of Lease; (d) Authorization to use the land from the land owner;
- Vicinity Map (or Location Map) showing existing land use within 100-meter radius (for projects of local significance) and 1 kilometer radius (for projects of national significance) from the lot boundary of the project site;
- Site Development Plan (or Lot Plan) showing lot area boundaries and dimensions of proposed improvements of the project site;
- Floor Plan of the proposed project;
- Bill of Materials/Estimated Cost of the Project;
- Copy of Building Permit form;
- DAR Conversion Order if project site is within agricultural zone;
- Additional requirements may be needed upon application verification



**Ar. GIL R. BALONDO**  
City Government Dept. Head II  
City Planning & Dev't Coordinator and Zoning Administrator

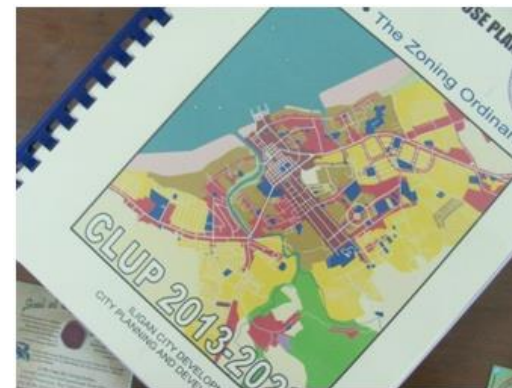
**Duration** : 2 hours and 16 minutes

(Exclusive of activities done by client outside the City Planning and Development Office and 1 day inspection, if necessary.)

## How to Avail the Service:

### ISSUANCE OF ZONING / LOCATIONAL CLEARANCE

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	Present accomplished requirements, secure application form from CPDO-Zoning Section (CPDO-ZS)	Check requirements and provide application form to the client	1 minute	Clemencia C. Suerte		Application for Locational Clearance/ Certificate of Zoning Compliance
2		Instruct client to fill application form and have it notarized at the City Legal Office or any Notary Public.	2 minutes	Clemencia C. Suerte		
<b>Stage 2</b>						
3	Submit notarized application form to CPDO-ZS	Receive accomplished and notarized application form	1 minute	Clemencia C. Suerte		
4		Evaluate and assess for payment of corresponding fees	2 minutes	Clemencia C. Suerte		Assessment form



How to avail the service -

ISSUANCE OF ZONING / LOCATIONAL CLEARANCE

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
5	Receive Assessment Form and listen to instruction	Release Assessment Form and instruct client to pay assessed fees at Post Office or any bank in the form of Postal Money Order or Manager's Check, respectively, payable to HLURB-Region 10.	1 minute	Clemencia C. Suerte	Residential – P288 (minimum) Commercial – P1,440 (min) <i>*Rates vary according to type of structure, classification and project cost (to be paid at Post Office or any bank)</i>	
<b>Stage 3</b>						
6	Present Postal Money Order or Manager's Check to CPDO-ZS for processing and approval of application	Receive Postal Money Order or Manager's Check and process application for approval.	1 hour	Clemencia C. Suerte		Postal Money Order or Manager's Check
7	Receive Zoning/Locational Clearance in logbook.	Release Zoning/Locational Clearance	3 minutes	Clemencia C. Suerte		Zoning/Locational Clearance
<b>END OF TRANSACTION</b>						

*\*Processing period is accounted on average individual transaction time and does not include queuing time and/or volume of request factor.*