



Republic of the Philippines
Province of Misamis Oriental
Municipality of Salay

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MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

CITIZEN CHARTER

FRONTLINE SERVICE

- Securing of Certificate of Zoning Compliance/ Locational Clearance for Building Permit
- Securing Zoning for Business Permit
- Provision of Data/ Information (Statistical & Non- Statistical)

Office Hour: Monday to Friday
8:00 am to 12:00 noon (No Noon Break)
1:00 pm to 5:00 pm

SECURING OF CERTIFICATE OF COMPLIANCE / LOCATIONAL CLEARANCE FOR BUILDING PERMIT

REQUIREMENTS:

(1 copy each)

- ✓ Lot Plan with vicinity map drawn to scale
- ✓ Transfer Certificate of Title (TCT) or Deed of Sale
- ✓ Real Property Tax Declaration current year
- ✓ Certificate of Real Property Tax Payment current year
- ✓ Special Power of Attorney of land owner's authorized representative, if any
- ✓ Barangay Clearance
- ✓ Bills of Materials

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Locational Clearance. There shall be collected a Locational Clearance for building construction in all establishments, single residential structure attached or detached, apartment/townhouses, dormitories/ boarding houses, institutional, commercial and agro-industrial establishments. The rate shall be the following:

- A) Single Residential Structure Attached or Detached:
- | | |
|--------------------------------------|--|
| 1. ₱100,000.00 and below | - ₱ 200.00 |
| 2. Over ₱ 100,000.00 to ₱ 200,000.00 | - 400.00 |
| 3. Over ₱ 200,000.00 | - 500.00 + 1/10 of 1% cost in excess of ₱ 200,000.00 |

- B) Apartment / Townhouses
1. ₱ 500,000.00 and below - ₱ 1,000.00
 2. Over ₱ 500,000.00 to ₱ 200,000.00 - 1,500.00
 3. Over ₱ 200,000.00 - 2,500.00 + 1/10 of 1% cost in excess ₱2 Million regardless of the number of doors.
- C) Dormitories/ Boarding Houses
1. ₱ 2,000,000.00 and below - ₱ 2,500.00
 2. Over ₱2,000,000.00 - 2,500.00 + 1/10 of 1% of cost in excess of ₱ 2,000,000.00 regardless of the number of doors.
- D) Institutional
1. ₱ 2,000,000.00 and below - ₱ 2,000.00
 2. Over ₱ 2,000,000.00 - 2,000.00 + 1/10 of 1% of cost in excess of ₱ 2,000,000.00
- E) Commercial, Industrial and Agro-industrial
1. ₱ 100,000.00 and below - ₱ 1,000.00
 2. Over ₱ 100,000.00 to ₱ 500,000.00 - 1,500.00
 3. Over ₱ 1,000,000.00 to ₱ 2,000,000.00 - 2,000.00
 4. Over ₱ 2,000,000.00 - 3,000.00
 5. Over ₱ 2,000,000.00 - 5,000.00 + 1/10 of 1% of cost in excess of ₱ 2,000,000.00

How to Avail the Service

Follow These Steps	It will take You	Please Approach
1. Submit Required Documents * Verification as to approved zoning map	5 Minutes	Roselyn D. Cadelina –Admin. Assistant II Joan C. Abenojar – Admin Aide IV
2. Area Site Inspection	30 Minutes	Benjie L. Salvaña, CE – ICO MPDC/ Municipal Engineer Val Kenneth S. Jamero – Admin Aide I
3. Preparation of Zoning Certification * Signing of Documents	10 Minutes 5 Minutes	Joan C. Abenojar – Admin Aide IV Benjie L. Salvaña, CE – ICO MPDC/ Municipal Engineer
4. Record and Release of Zoning Certification	5 Minutes	Joan C. Abenojar – Admin Aide IV

Note: Time frame for site inspection depends the distance from the Municipal Hall

SECURING ZONING FOR BUSINESS PERMIT

REQUIREMENTS:

- ✓ Application form for business
- ✓ Real Property Tax Declaration current year (1 copy)
- ✓ Certificate of Real Property Tax Clearance (1 copy)
- ✓ Barangay Clearance (1 copy)
- ✓ SEEDO Certificate (1 copy)
- ✓ DTI for new business (1 copy)
- ✓ Deed of Sale (1 copy)

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₱ 200.00 only

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2. Area Site Inspection	30 Minutes	Benjie L. Salvaña, CE – ICO MPDC/ Municipal Engineer Val Kenneth S. Jamero – Admin Aide I
3. Preparation of Zoning Certification * Signing of Documents	10 Minutes 5 Minutes	Joan C. Abenojar – Admin Aide IV Benjie L. Salvaña, CE – ICO MPDC/ Municipal Engineer
4. Record and Release of Zoning Certification	5 Minutes	Joan C. Abenojar – Admin Aide IV

Note: Time frame for site inspection depends the distance from the Municipal Hall

Provision of Data/ Information (Statistical & Non- Statistical)

Data Available Includes:

1. Socio-Economic Profile
2. Comprehensive Land Use Plan
3. AIP
4. Barangay Development Plan

Requirements

1. Valid Identification Card
2. Letter of Request
3. Blank recordable cd (Large files)

Submitted by:

BENJIE L. SALVAÑA, CE
ICO MPDC/Municipal Engineer