

AVAILABLE SERVICES:

NEW BUSINESS REGISTRATION FOR CERTIFICATE OF CONFORMANCE (CoC)

This is the First step prior to Business Registration. A Certificate of Conformance should be issued first before operating any business activity.

Office or Division	City Planning Development Office (CPDO) - Zoning & Land Use Division
Classification	Simple
Type of Transaction	Certificate of Conformance (for NEW Businesses)
Who May Avail:	Individuals or Corporations Applying for New Businesses within Pasig City
	<p>*Please get the requirements enumerated in the new application for CoC using the link below: https://www.pasigcity.gov.ph/downloadable-forms under the City Planning and Development Office</p> <p>Businesses within Pasig City with the following conditions:</p> <p>A.) OFFICE or BUSINESS in Residential 1</p> <ol style="list-style-type: none"> 1. For practice of profession and small home business not exceeding a space of 6.0sqm 2. Measurement of floor area of business space and Total Floor Area of the building. 3. Not more than 5 employees/staff including the owner 4. HOA clearance allowing the establishment & operation of business (for subdivisions) 5. Type of business/products specified 6. Pictures of establishment (facade and interior space) <p>B.) OFFICE in Residential-2 to Residential-3 zones</p> <ol style="list-style-type: none"> 7. For practice of profession & small home business not more than 30% of Total Floor Area of the building. 8. Floor area of business space and Total Floor Area of the building. 9. Not more than 15 employees/staff including the owner 10. Type of business/products specified 11. HOA clearance allowing the establishment & operation of business (when in subdivisions) 12. Pictures of establishment (facade and interior space) <p>C.) For Gas Stations and LPG stores In compliance to Pasig City Ordinance no. 23 S. 2017, Section 1, additional requirements are to be conducted and documents to be submitted:</p> <ol style="list-style-type: none"> 13. Public Hearing conducted with Barangay and owners of the establishments surrounding the proposed establishments 14. Attendance of the attendees of the public hearing with their signature, addresses, office/group represented 15. Photograph of public hearing 16. Agenda of the meeting and minutes of the meeting signed by Barangay Secretary 17. Barangay Resolution (only for Gasoline Stations) 18. Certificate of No Objection from the Barangay

	<p>C.) ALL OTHER BUSINESSES</p> <p>1. Refer to Section 47 of Zoning Ordinance No. 14 S. 2015 for all other businesses (download copy from this link) https://www.pasigcity.gov.ph/downloadable-forms</p> <p><u>2015 Zoning Ordinance</u></p>
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>New Business (For All Zone Classifications – R-1, R-2, R-3, R-4, R-5, C-1, C-2, C-3, MUD, I-1, SHZ)</p>	<p>City Planning and Development Office Downloadable Form from Pasig City Website</p> <p>www.pasigcity.gov.ph/downloadable-forms</p>
1. Land Title (photocopy)	Provided by applicant(Register of Deeds). If the TCT has annotated encumbrances, the applicant has the sole responsibility to coordinate with the Registry of Deeds to correct/update the TCT.
2. Notarized Lease agreement (for Lessee)	Provided by applicant
3. Tax Declaration of Land and Building (photocopy)	Provided by the applicant or City Assessor’s Office (3rd flr Pasig City Hall)
<p>4. If LESSOR is not the Property Owner (Submit Additional Requirements)</p> <p>a) Sub-lease agreement, and</p> <p>b) Mother Contract (Lessor-Owner Contract)</p> <p>· For multiple ownership - provide Extrajudicial, S.P.A, Notarized authority to enter into contract, Notarized consent from ALL owner/s</p> <p>a) If one (or more) owner/s is deceased – provide notarized consent from the deceased’s heirs</p>	Provided by applicant
<p>5. For business inside subdivision/condominium:</p> <p>a. Submit certificate of No Objection from HOA/Bldg. Admin</p>	Provided by applicant, HOA or Building Admin -
<p>6. For business under CMP or awarded lots without tax declaration or Title.</p> <p>a. HOA Certification of membership and permit to conduct the business</p>	Provided by applicant, from HOA & Pasig Urban Settlement Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. Pasig Urban Settlement Office Clearance (PUSO Office)	
7. Barangay Clearance	Provided by the Barangay-Interposing No Objection to the Business in conformance to the provisions of the Zoning Ordinance 2015, Section 47
8. Barangay's Certificate of No Objection, Barangay Resolution and Documents for public hearing for LPG stores/Gas Station. A. Attendance of attendees with their signature, address, photograph of the hearing, agenda of the meeting and Minutes of the meeting	Provided by Barangay and applicant
9. Picture of establishment and business space inside and outside	Provided by applicant
10. Special Power of Attorney or Authorization from the Business owner if the applicant is only the representative.	Provided by applicant - Must specifically state the business name, location.
11. Occupancy permit if the location of the business is newly constructed.	Provided by applicant
12. Google map showing the location of business	Provided by applicant

CLIENT STEPS (SINGLE TRANSACTION)	CPDO-ZONING DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish application form in detail	Issue application form (download form from this link: Application Form for Certificate of Conformance www.pasigcity.gov.ph/downloadable-forms	none	5 minutes	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos
2. Submit accomplished application form and required documents	Check completeness and appropriateness of submitted documents Check and evaluate application if business conforms and/or is	none	5 minutes 10 minutes	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos, Engr. Romelo Palermo

CLIENT STEPS (SINGLE TRANSACTION)	CPDO-ZONING DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	permitted or allowed according to Zoning Ordinance No. 14-2015			
3. Review and approve the CoC Application	Review if the business conforms to the Zoning Ordinance	none	10-15 minutes	Arch. EnP. Beryl Baybay, Engr. Yvan Pagdonsolan, Engr. Romelo Palermo Arch. Dulce Corazon Villanueva, Arch. EnP. Pinky Villadolid
For non-conforming businesses	For businesses disallowed in the zones, a Notice of Disallowing the Business will be issued to the applicant. The notice shall contain the reason for disallowance according to the Zoning Ordinance and the recommendations.	none	10-15 minutes	Arch. EnP. Beryl Baybay, Engr. Yvan Pagdonsolan, Engr. Romelo Palermo Arch. Dulce Corazon Villanueva, Arch. EnP. Pinky Villadolid
	Conduct of site inspection This is conducted only when photos, maps, do not suffice or when applications need site verifications Discussion of results of site inspection with CPDO evaluators Results of the inspection, action taken and recommendations conveyed to business applicant	none	within the day up to two working days	Arch. Dulce Corazon Villanueva, Engr. Romelo Palermo, Arch. Enrico Lacsamana, Engr. Yvan Pagdonsolan
4. Claim order of payment for new business application	Issue order of payment	725.00 for new business	5 minutes	Sasna Miguel, Marjorie Pederal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos
5. Pay the corresponding fee	Process Payment and Issue Official Receipt (OR)		Treasury/ Cashier 5th floor, Pasig City Hall	Cashier

CLIENT STEPS (SINGLE TRANSACTION)	CPDO-ZONING DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Present the Official Receipt	Record the Official Receipt number	none	5 minutes	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos
7. Receive the Certificate of Conformance for New Business applicant	Issue the Certificate of Conformance	none	15 minutes per applicant (depends on the number of applicants)	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos

(For a more visual representation, you may view the flowchart on this link

<https://www.pasigcity.gov.ph/downloadable-forms>)

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Fill out provided form and drop in suggestion box, or go to UGNAYAN SA PASIG office
How feedback is processed	Feedback is collected and collated by the office of the UGNAYAN sa PASIG and will be transmitted to the Office concerned
How to file a complaint	Can be filed through the following channels: - walk-in/ CITY PLANNING DEVELOPMENT OFFICE - CPDO Tel. No. 8643-1111 local 1611 Email address: cityplanning@pasigcity.gov.ph
How complaints are processed	CITY PLANNING DEVELOPMENT OFFICE (CPDO) records the complaint and shall act on the complaint and provide feedback to the applicant on the action taken within 2-3days.
Contact Information	Trunk line: 8 643 - 1111 local 1611 Email Address: cityplanning@pasigcity.gov.ph

RENEWAL OF CERTIFICATE OF CONFORMANCE (CoC) FOR BUSINESSES

Office or Division	City Planning Development Office (CPDO) - Zoning & Land Use Division
Classification	Simple
Type of Transaction	Certificate of Conformance (for Business Renewal)
Who May Avail:	Existing Businesses within Pasig City
	<p>*This is for Businesses with NO Certificate of Conformance, please get the requirements enumerated in the new application for CoC using the link below: https://www.pasigcity.gov.ph/downloadable-forms</p> <p>Businesses within Pasig City with the following conditions:</p> <p>A.) OFFICE or BUSINESS in Residential 1</p> <ol style="list-style-type: none"> 1. For practice of profession and small home business not exceeding a space of 6.0sqm 2. Measurement of floor area of business space and Total Floor Area of the building. 3. Not more than 5 employees/staff including the owner 4. HOA clearance allowing the establishment & operation of business (for subdivisions) 5. Type of business/products specified 6. Pictures of establishment (facade and interior space) <p>B.) OFFICE in Residential-2 to Residential-3 zones</p> <ol style="list-style-type: none"> 7. For practice of profession & small home business not more than 30% of Total Floor Area of the building. 8. Floor area of business space and Total Floor Area of the building. 9. Not more than 15 employees/staff including the owner 10. Type of business/products specified 11. HOA clearance allowing the establishment & operation of business (when in subdivisions) 12. Pictures of establishment (facade and interior space) <p>C.) For Gas Stations and LPG stores</p> <p>In compliance to Pasig City Ordinance no. 23 S. 2017, Section 1, additional requirements are to be conducted and documents to be submitted:</p> <ol style="list-style-type: none"> 13. Public Hearing conducted with Barangay and owners of the establishments surrounding the proposed establishments 14. Attendance of the attendees of the public hearing with their signature, addresses, office/group represented 15. Photograph of public hearing 16. Agenda of the meeting and minutes of the meeting signed by Barangay Secretary 17. Barangay Resolution (only for Gasoline Stations) 18. Certificate of No Objection from the Barangay <p>C.) ALL OTHER BUSINESSES</p> <ol style="list-style-type: none"> 1. Refer to Section 47 of Zoning Ordinance No. 14 S. 2015 for all other businesses (download copy from this link) https://www.pasigcity.gov.ph/downloadable-forms <p>2015 Zoning Ordinance</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Renewal of Business	
1. Old Certificate of Conformance	Provided by applicant
* for Businesses with no Certificate of Conformance please submit requirements enumerated in the new application for CoC	Provided by applicant
2. Latest Tax Order of Payment	Provided by applicant
3. Official Receipt of Business Permit	Provided by applicant
4. Tax declaration (needed only when the tax dec. indicated on the Old CoC is for Building and property cannot be located in RPT-GIS)	Provided by applicant or Assessors office
* Please bring clear photo copies of the documents	

CLIENT STEPS (SINGLE TRANSACTION)	CPDO - ZONING DIVISION ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Old Certificate of Conformance, Latest Tax Order of Payment and Official Receipt	Check completeness and appropriateness of submitted documents.	Payment of P600.00 for renewal of Conformance prior to submission	15 minutes	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos, Edelita Solis
2. If there is NO OLD conformance, check the other submitted requirement for evaluation stated in no. 1 For MISSING OLD CONFORMANCE Submit affidavit of loss with other requirements in no. 1	Check completeness of the submitted documents, verify the property using RPT-GIS and Zoning Map, and identify its Zoning Classification to know if business is allowed.	none	15 minutes	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos, Edelita Solis
3. Approval	Verify if the business is allowable based on the zone.	none	15 minutes	Arch. EnP. Beryl Baybay, Engr. Yvan Pagdonsolan, Engr. Romelo Palermo, Arch. Dulce Corazon Villanueva
4. Receiving the Certificate of Conformance	Releasing the Certificate of Conformance	none	5 minutes	Authorized Staff

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Fill out provided form and drop in suggestion box

How feedback is processed	Feedback is collected and collated by the office of the PACD AND UGNAYAN and will be transmitted to the office concerned.
How to file a complaint	Can be filed through the following channels: - walk-in/ CITY PLANNING DEVELOPMENT OFFICE - CPDO Tel. No. 8643-1111 local 1611 Email address: cityplanning@pasigcity.gov.ph
How complaints are processed	CITY PLANNING DEVELOPMENT OFFICE (CPDO) records the complaint and shall act on the complaint and provide feedback to the applicant on the action taken within 2-3days.
Contact Information	Trunk line: 8 643 - 1111 local 1611 Email Address: cityplanning@pasigcity.gov.ph

APPLICATION FOR LOCATIONAL CLEARANCE (COMPLEX STRUCTURES)

This initial Locational Clearance Application is a pre-requisite of Building Permit given to an individual or a corporation proposing to build a structure in Pasig City. The application is assessed based on its compliance with the Pasig City Zoning Ordinance. Aspects assessed are compliance with zoning classification, building height, number of parking spaces, floor-area-ratio and setbacks (opening from building line to property line).

Office or Division	City Planning Development Office (CPDO) - Zoning and Land Use Division
Classification	COMPLEX Projects
Type of Transaction	LOCATIONAL CLEARANCE (FOR BUILDING PERMIT)
Who May Avail:	Any person, developers, company, corporation residing and/or project located in Pasig City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Locational Clearance Form Notarized Application Form	*Please get the application form and the requirements for locational clearance through: https://www.pasigcity.gov.ph/downloadable-forms under the City Planning and Development Office tab. Downloadable Form from this link: www.pasigcity.gov.ph/downloadable forms
2. Homeowners Certificate (only if the property is inside subdivision or condominium with duly registered HOA)	Duly Registered HOA- Certificate of No Objection to the project.
3. Latest Barangay Clearance (for application of Locational Clearance and/ or Building Permit Purpose) (xerox)	Barangay having jurisdiction over the place of proposed project; Barangay Certifies that: 1) the lot of the applied project is located in the barangay and in the right zone; and 2) the proponent resides in the barangay.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>4. Site Development Plan/ Building Plan (2 sets Architectural Plans - SIGNED AND SEALED BY LICENSED ARCHITECT) in standard size (20 x 30 inches). Indicate the Lot boundary, width of RROW & Alley in Site Development Plan. Architectural plans - Site development plan, Ground & upper floor plans, elevations, sections, and roof plan; <i>if</i> there are existing buildings within the same property, show the distance from existing structures</p>	<p>Provided by applicant (Duly signed and sealed by an Architect based on Revised IRR National Building Code Sect. 302 (4)(a to f) & Nov. 11, 2023 Supreme Court Ruling)</p>
<p>5. Proof of ownership, Authority to Construct/ Consent from Co-owner/s, Special Power of Attorney or Board Resolution for Company or Corporation)</p>	<p>Provided by applicant</p>
<p>6. Lease Contract (for Leased Property). For Sublease Contract submit the Contract between Land owner and lessor.</p>	<p>Provided by applicant (Lessor & Sub-lessor)</p>
<p>7. All pages of the Certified True Copy of TCT (photocopy)</p>	<p>Provided by applicant (Register of Deeds) If the TCT has annotated encumbrances, the applicant has the sole responsibility to coordinate with the Registry of Deeds to correct/update the TCT.</p>
<p>8. Latest Certified True Copy of Tax Declaration (Land & Building) (photocopy)</p>	<p>Provided by applicant (City Assessor)</p>
<p>9. Latest Tax Clearance or Tax Receipt (photocopy)</p>	<p>Provided by applicant (Land Tax)</p>
<p>10. One set blue print copy of Location Plan/ Lot Plan in standard size (16.75 x 20.65 inches) (Signed and Sealed by a Licensed Geodetic Engineer)</p>	<p>Provided by applicant (Duly signed and sealed by Geodetic Engineer)</p>
<p>11. Valid and updated PTR & PRC ID of Architect (photocopy)</p>	<p>Provided by applicant (Duly signed and sealed by Architect)</p>
<p>12. Notarized Authorization Letter and SPA to transact with Valid ID (photocopy) with statement authorizing the person to transact for the specific project (write the name of the project)</p>	<p>Provided by applicant</p>
<p>13. Recent Pictures of Lot, Road-right-of-Way, Alley</p>	<p>Provided by applicant</p>
<p>14. Comprehensive Master Development Plan (CMDP) for applications zoned as Mixed use Development or Planned Unit Development (MUD/PUD), or for projects covering multiple lots and projects in one site</p>	<p>Provided by applicant (Duly signed and sealed by Registered and Licensed Environmental Planner (RLEnP) and/or by a registered and licensed Architect)</p>
<p>15. Traffic Impact Assessment (TIA) for applications zoned in MUD/PUD and multiple development within lot/s that generates significant traffic volumes or affects the existing road network. (latest TIA or not older than 3 years old) (based on Zoning Ordinance Sections 27, 38, 48, and Article X)</p>	<p>Provided by applicant (preferably signed and sealed by a RLEnP)</p>
<p>See my comment for additional clause</p>	

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish application form	Issue application form (downloadable forms from following link:) <ul style="list-style-type: none"> www.pasigcity.gov.ph 	None		Applicant or Representative
2. Submit notarized accomplished application form and required documents	Receive the application form and check the completeness and appropriateness of submitted documents	None	15 minutes	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos, Renjoe San Gabriel
	Record in the logbook the applicant information (contact number), proposed project and address.	None	5 minutes	
3. Claim the acknowledgement receipt from the CPDO window	Issue acknowledgement receipt	None	5 minutes	
	Forward the application to the Head of Office for preliminary review	None	20 minutes	EnP. Priscella B. Mejillano, MGM
	The assigned evaluator evaluates the proposal for compliance to 2015 Zoning Ordinance.	None		Arch. EnP. Beryl Baybay, Arch. Dulce Corazon Villanueva, Engr. Romelo S. Palermo & Engr. Yvan Pagdonsolan, Arch. EnP. Enrico Lacsamana, Arch. EnP. Pinky Villadolid
4. If the proposed project is not compliant to the parameters of the Zoning Ordinance, receive the return slip and comply with the recommendations *Upon re-submission of the adjusted plans to CPDO, the duration of processing of the locational clearance will reset	<u>If not compliant</u> , evaluators will prepare the action and recommendation and return to applicant. Set a schedule of inspection and Record schedule of inspection	None	3-5 days	Arch. EnP. Beryl Baybay, Arch. Dulce Corazon Villanueva, Engr. Romelo S. Palermo & Engr. Yvan Pagdonsolan, Arch. EnP. Enrico Lacsamana, Arch. EnP. Pinky Villadolid
if compliant,	<u>If compliant</u> , evaluators prepare the order of payment and locational clearance.			

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING DIVISION ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Review the evaluated LC for recommendation to the Zoning Administrator (assumption: Application is compliant.)	None	2 hours	EnP. Priscella B. Mejillano, MGM - CPDC
	Forward the Locational Clearance and order of payment to the City Administrator for signature.	None	1 -2 days	Atty. Jeronimo U. Manzanero – Concurrent Zoning Administrator
5. Upon receipt of notice of approval of application, claim Order of Payment at CPDO Zoning Window	When LC is signed, applicant will be contacted through text and/or call to claim the Order of payment; give the order of payment to the applicant	LC Fee depends on Total Floor Area, Locational Clearance & other Fees	15 minutes	Elvira Songco, Sasna Miguel, Renjoe San Gabriel
6. Pay processing and clearance fee	NONE		Depends on the no. of applicants at cashier	Treasury / Cashier
7. Return to CPDO, present OR and claim Locational Clearance	Release the Locational Clearance (stamped and signed by CPDO) *Furnish the Records Section of the released Locational Clearance. Return all CPDO - stamped plans except Architectural Plan (1 set only)	None	20 minutes	Elvira Songco, Sasna Miguel, Renjoe San Gabriel LC Releasing Signatories: EnP. Priscella Mejillano, Arch. EnP. Beryl Baybay, Arch. Dulce Corazon Villanueva, or signatory authorized by head of office
8. Go to the Office of the Building Official to apply for Building Permit				
FEEDBACK AND COMPLAINTS MECHANISM				
How to send feedback	Fill out provided form and drop in suggestion box, or go to Ugnayan sa Pasig			
How feedback is processed	Feedback is collected and collated by the office of the UGNAYAN sa PASIG (USaP)			
How to file a complaint	Can be filed through the following channels: - walk-in/ CITY PLANNING DEVELOPMENT OFFICE - CPDO Tel. No. 8643-1111 local 1611 Email address: cityplanning@pasigcity.gov.ph			
How complaints are processed	CITY PLANNING DEVELOPMENT OFFICE records the complaint and shall act on the complaint and provide feedback to the applicant on the action taken and recommendations..			
Contact Information	Trunk line: 8 643-1111 local 1611 Email Address: cityplanning@pasigcity.gov.ph			

APPLICATION FOR LOCATIONAL CLEARANCE (HIGHLY TECHNICAL STRUCTURES)

This initial Locational Clearance Application is a pre-requisite of Building Permit given to an individual or a corporation proposing to build a structure in Pasig City. The application is assessed based on its compliance with the Pasig City Zoning Ordinance. Aspects assessed are compliance with zoning classification, building height, number of parking spaces, and setbacks (opening from building line to property line). Highly Technical structures are high rise buildings, commercial-residential complexes, or buildings of unique functions or features, etc.

Office or Division	City Planning Development Office (CPDO) - Zoning and Land Use Division
Classification	HIGHLY TECHNICAL Projects
Type of Transaction	LOCATIONAL CLEARANCE (FOR BUILDING PERMIT)
Who May Avail:	Any person, company, developers, corporation residing and/ or project located in Pasig City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Locational Clearance Form Notarized Application Form	*Please get the application form and the requirements for locational clearance through: https://www.pasigcity.gov.ph/downloadable-forms under the City Planning and Development Office tab. Downloadable Form from this link: www.pasigcity.gov.ph/downloadable forms
2. Homeowners Certificate (only if the property is inside subdivision or condominium with duly registered HOA)	Duly Registered HOA- Certificate of No Objection to the project
3. Barangay Clearance (for application of Locational Clearance and/or Building Permit Purpose)	Barangay having jurisdiction over the place of proposed project; Barangay Certifies that: 1) the lot of the applied project is located in the barangay and in the right zone; and 2) the proponent resides in the barangay.
4. Site Development Plan/ Building Plan (2 sets Architectural Plans - SIGNED AND SEALED BY LICENSED ARCHITECT)in standard size (20 x 30 inches. Indicate the Lot boundary, width of RROW & Alley in Site Development Plan. Architectural plans - Site development plan, Ground & upper floor plans, elevations, sections, and roof plan; <i>if</i> there are existing buildings within the same property, show the distance from existing structures	Provided by applicant
5. Proof of ownership, Authority to Construct/ Consent from Co-owner/s, Special Power of Attorney or Board Resolution for Company or Corporation)	Provided by applicant
6. Lease Contract (for Leased Property). For Sublease Contract submit the Contract between Land owner and lessor.	Provided by applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. All pages of Certified True Copy of TCT (photocopy)	Provided by applicant (Register of Deeds) If the TCT has annotated encumbrances, the applicant has the sole responsibility to coordinate with the Registry of Deeds to correct/update the TCT.
8. Latest Certified True Copy of Tax Declaration (Land & Building) (photocopy)	Provided by applicant (City Assessor)
9. Latest Tax Clearance or Tax Receipt (photocopy)	Provided by applicant (Land Tax)
10. One set blue print copy of Location Plan/ Lot Plan in standard size (16.75 x 20.65 inches) (Signed and Sealed by a Licensed Geodetic Engineer)	Provided by applicant (Duly signed and sealed by Geodetic Engineer)
11. Valid and updated PTR & PRC ID of Architect (photocopy)	Provided by applicant (Duly signed and sealed by Architect)
12. Notarized Authorization Letter and SPA to transact with Valid ID (photocopy) with statement authorizing the person to transact for the specific project (write the name of the project)	Provided by applicant
13. Recent Pictures of Lot, Road-right-of-Way, Alley	Provided by applicant
14. Comprehensive Master Development Plan (CMDP) for applications zoned as Mixed use Development or Planned Unit Development (MUD/PUD), or for projects covering multiple lots and projects in one site	Provided by applicant (Duly signed and sealed by Registered and Licensed environmental planner (RLEnP) and/or by a registered and licensed Architect)
15. Traffic Impact Assessment (TIA) for applications zoned in MUD/PUD and multiple development within lot/s that generates significant traffic volumes or affects the existing road network. (latest TIA or not older than 3 years old) (based on Zoning Ordinance Sections 27, 38, 48, and Article X)	Provided by applicant (preferably signed and sealed by a RLEnP)

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish application form	Issue application form (downloadable forms from following link:) <ul style="list-style-type: none"> Application form for Locational Clearance Requirements for Locational Clearance 	None		Applicant or Representative
2. Submit notarized accomplished application form and required documents	Receive the application form and check the completeness and appropriateness of submitted documents	None	30 minutes	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos,
	Record in the logbook the applicant information (contact number), proposed project and address.	None	5 minutes	

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Claim the acknowledgement receipt from the CPDO window	Issue acknowledgement receipt	None	5 minutes	Renjoe San Gabriel
	Forward the application to the Head of Office for preliminary review	None	20 minutes	EnP. Priscella B. Mejillano, MGM - CPDC
	The assigned evaluator evaluates the proposal for compliance to 2015 Zoning Ordinance.	None	5-14 days	Arch. EnP. Beryl Baybay, Arch Dulce Corazon Villanueva, Engr. Romelo S. Palermo Engr. Yvan Pagdonsolan, Arch. EnP. Enrico Lacsamana Arch. EnP. Pinky Villadolid
4. If the proposed project is not compliant to the parameters of the Zoning Ordinance, receive the return slip and comply with the recommendations *Upon re-submission of the adjusted plans to CPDO, the duration of processing of the locational clearance will reset	<u>If not compliant</u> , evaluators will prepare the action and recommendation and return to applicant. Set a schedule of inspection and Record schedule of inspection	None		Arch. Beryl Baybay, Arch Dulce Corazon Villanueva, Engr. Romelo S. Palermo Engr. Yvan Pagdonsolan, Arch. EnP. Enrico Lacsamana Arch. EnP. Pinky Villadolid
if compliant,	<u>If compliant</u> , evaluators prepare the order of payment and locational clearance.			
	Review the evaluated LC for recommendation to the Zoning Administrator (assumption: Application is compliant.)	None	1 -2 days	EnP. Priscella B. Mejillano
	Forward the Locational Clearance and order of payment to the City Administrator for signature.	None	1 -3 days	Atty. Jeronimo U. Manzanero – Concurrent Zoning Administrator

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING DIVISION ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Upon receipt of notice of approval of application, claim Order of Payment at City Planning and Development Office	When LC is signed, applicant will be contacted through text and/or call to claim the Order of payment; give the order of payment to the applicant	LC Fee depends on Total Floor Area, Locational Clearance & other Fees	1 day	Elvira Songco
6. Pay processing and clearance fee	NONE		Depends on the no. of applicants at cashier	Treasury / Cashier
7. Return to CPDO, present OR and claim Locational Clearance	Release the Locational Clearance (stamped and signed by CPDO) *Furnish the Records Section of the released Locational Clearance. Return all CPDO - stamped plans except Architectural Plan (1 set only)	None	20 minutes	Elvira Songco Sasna Miguel, Renjoe San Gabriel LC Releasing Signatories: EnP. Priscella Mejillano, Arch. EnP. Beryl Baybay, Arch. Dulce Corazon Villanueva, or signatory authorized by head of office
8. Go to the Office of the Building Official to apply for Building Permit				

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Fill out provided form and drop in suggestion box, or go to Ugnayan sa Pasig
How feedback is processed	Feedback is collected and collated by the office of the PACD AND UGNAYAN.
How to file a complaint	Can be filed through the following channels: - walk-in/ CITY PLANNING DEVELOPMENT OFFICE - CPDO Tel. No. 8643-1111 local 1611 Email address: cityplanning@pasigcity.gov.ph
How complaints are processed	CITY PLANNING DEVELOPMENT OFFICE records the complaint and shall act on the complaint and provide feedback to the applicant on the action taken.
Contact Information	Trunk line: 8 643-1111 local 1611 Email Address: cityplanning@pasigcity.gov.ph

APPLICATION FOR ZONING CERTIFICATE

The Zoning Certificate verifies that a property can be used for a proposed business and/ or development and that it complies with the Allowable uses specified in the Zoning Ordinance of Pasig City. It is also one of the requirements of the Department of Environment & Natural Resources- Land Management Sector for Residential Free Patent Titling Application.

Office or Division	City Planning Development Office (CPDO) - Zoning and Land Use Division
Classification	SIMPLE
Type of Transaction	ZONING CERTIFICATE
Who May Avail:	Any person, developers, company, corporation residing/located in Pasig City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Zoning Certificate form	*Please get the application form and the requirements for zoning certificate through: https://www.pasigcity.gov.ph/downloadable-forms under the City Planning and Development Office tab.
2. Land Title (xerox). For Residential Free patent application (Titling) submit Tax Dec of Land.	Duly Registered HOA
3. Request letter signed by the proponent (not the representative) stating the purpose of the request.	
4. Updated Certified copy of Tax Declaration (xerox)	Barangay having jurisdiction over the place of proposed project
5. Notarized SPA/Authorization (if representative, attach copy of ID)	Provided by applicant
6. Picture of the area/ lot/ establishment (printed in bond paper)	Provided by applicant
7. Google Map (printed in bond paper)	Provided by applicant

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING & LAND USE DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish application form	Issue application form (downloadable forms from following link:) <ul style="list-style-type: none"> www.pasigcity.gov.ph/downloadable-forms 	None		Applicant or Representative
2. Submit notarized accomplished application form and required documents	Receive the application form and check the completeness and appropriateness of submitted documents	None	10 minutes	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo
			5 minutes	

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING & LAND USE DIVISION ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Record in the logbook the applicant information (contact number), proposed project and address.	None		Fajardo, Vicente Benson Santos, Renjoe San Gabriel
3. Claim the acknowledgement receipt from the CPDO window	Issue acknowledgement receipt	None	5 minutes	
	Forward the application to the Evaluator.	None	5 minutes	Engr. Yvan Pagdonsolan, Engr. Romelo S. Palermo
	The assigned Evaluator Check the Clima, RPT GIS and zoning map for the location and zone of the lot.	None	10 minutes	Engr. Yvan Pagdonsolan, Engr. Romelo S. Palermo
	Evaluate the Architectural plan per	None		
4. Upon Receipt of notice of approval of the request, claim Order of Payment at City Planning and Development office	When the Zoning Certificate is signed applicant will be contacted thru text and/or call to claim the Order of Payment.	None	5 minutes	REnjoe San Gabriel, Sasna Miguel
5. Pay Zoning Certificate fee	NONE		Depends on the No. of applicants at the Cashier	Treasury/Cashier
6. Return to CPDO, present OR and claim Zoning Certificate	Release the Zoning Certificate	None	10 minutes	REnjoe San Gabriel, Sasna Miguel Zoning Certificate Signatories: EnP. Priscella B. Mejillano, Engr. Yvan F. Pagdonsolan, Engr. Romelo S. Palermo or signatory authorized by the Head of Office

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Fill out provided form and drop in suggestion box, or go to Ugnayan sa Pasig
How feedback is processed	Feedback is collected and collated by the office of the UGNAYAN sa PASIG (USaP)
How to file a complaint	Can be filed through the following channels: - walk-in/ CITY PLANNING DEVELOPMENT OFFICE - CPDO Tel. No. 8643-1111 local 1611 Email address: cityplanning@pasigcity.gov.ph
How complaints are processed	CITY PLANNING DEVELOPMENT OFFICE records the complaint and shall act on the complaint and provide feedback to the applicant on the action taken and recommendations..
Contact Information	Trunk line: 8 643-1111 local 1611 Email Address: cityplanning@pasigcity.gov.ph

APPLICATION FOR DEVELOPMENT PERMIT

The Zoning Certificate verifies that a property can be used for a proposed business and/ or development and that it complies with the Allowable uses specified in the Zoning Ordinance of Pasig City. It is also one of the requirements of the Department of Environment & Natural Resources- Land Management Sector for Residential Free Patent Titling Application.

Office or Division	City Planning Development Office (CPDO) - Zoning and Land Use Division
Classification	COMPLEX
Type of Transaction	DEVELOPMENT PERMIT
Who May Avail:	Any person, developers, company, corporation residing and/or project is located in Pasig City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Development permit application form	*Please get the application form and the requirements for development permit through: https://www.pasigcity.gov.ph/downloadable-forms under the City Planning and Development Office tab.
2. Applicant's Letter of Application, including project profile indicating the cost of land and its development (total project cost), sources of financing, cash flow, architectural plan, if any, and work program.	Provided by applicant (developers)
3. Developer's Documents of Ownership and Financial Records: SEC Certificate of Registration, Articles of Incorporation or Partnership, Corporation By-Laws and all implementing amendments; Audited Financial Statement (AFS) for the last 3 preceding years; Income Tax Return (ITR) for the last 3 preceding years	Provided by applicant (developers)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>4. Certified Xerox copy of the Joint Venture Agreement (JVA), if the project is a joint undertaking between a landowner and a developer/financier</p>	<p>Provided by applicant (developers)</p>
<p>5. Site Development Plan (SDP) duly prepared, signed and sealed by any licensed and registered Architect, Environmental Planner (EnP), Civil Engineer, or Geodetic Engineer, at any of the following scales: 1:200m; 1:1,000m; or any scale not exceeding 1:2,000m; showing all proposals including the following:</p> <ul style="list-style-type: none"> a. RROWs, legal easements or right-of-way (ROW) and roadway/carriageway width, alignment, gradient, and similar data for alleys, if any; b. Lot numbers, lines and areas and block numbers; c. Site data such as number of residential and/or saleable lots, typical lot size, parks and playgrounds and open spaces. 	<p>Provided by applicant (developers)</p>
<p>6. Engineering Plans consisting of:</p> <ul style="list-style-type: none"> a. Water System Layout Plan, signed and sealed by a licensed Sanitary Engineer (SnE) or Civil Engineer (CE) and duly received and stamped by Maynilad, detailing the water system plans and showing the main distribution line; (should a pump motor have a horse power/hp rating of 50 hp or more, its pump rating and specifications shall be signed and sealed by a professional mechanical engineer/PME); b. Power Supply System Plan, signed and sealed by a licensed Professional Electrical Engineer (PEE) and duly received and stamped by MERALCO, detailing the power supply system plans and showing the power distribution line; c. Drainage and Sewer System Plan duly signed and sealed by a licensed SnE or CE, which shall include (1) the profile showing the hydraulic gradients and properties of the sanitary and storm drainage lines including structures in relation with the road grade line, and (2) the details of sanitary and storm drainage lines and miscellaneous structures such as various types of manholes, catch basins, inlet (curb, 	<p>Provided by applicant (developers/ Engineers)</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>gutter and drop), culverts and channel linings;</p> <p>d. Road System Plan duly signed and sealed by a licensed CE, which shall include: (1) the profile derived from existing topographic map, showing the vertical control, designed grade and curve elements, and all information needed for construction; (2) the typical roadway sections showing relative dimensions of pavement, sub-base and base preparation, curbs and gutters, sidewalks, shoulders benching and others; and (3) the details of miscellaneous structures such as curb and gutter (barrier, mountable and drop), slope protection wall, rip-rapping and retaining wall.</p> <p>e. Site Grading Plan with the finished contour lines superimposed on the existing ground the limits of earthwork embankment slopes, cut slopes, surface drainage, drainage outfalls and others, duly signed and sealed by a licensed CE.</p> <p>f. List of names of duly registered and licensed professionals (RLPs) who signed the plans and other similar documents in connection with the application filed indicating the following information: surname; first name; middle name; maiden name, in case of married women professional; professional license number, date of issue and expiration of its validity; professional/privilege tax receipt (PTR) and date of issue; and Taxpayer's Identification Number (TIN);</p> <p>g. Waste Management Plan, for both solid and liquid waste signed/sealed by a registered/licensed SnE;</p> <p>h. MWCI/Maynilad Certification/Clearance on the suitability of design of the proposed Water System;</p> <p>i. MERALCO Comment on the proposed Power Supply System;</p> <p>j. DENR Environmental Compliance Certificate (ECC), or Certificate of Non-</p>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Coverage (CNC), whichever is applicable.</p> <p>k. Traffic Impact Assessment (TIA), for projects 10,000 sqm and above. These documents shall be submitted in ten (10) sets inside folders with marking "Documents for DP Application", plus the name and location of project, and the name of applicant or entity.</p>	

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING & LAND USE DIVISION ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish application form	<p>Issue application form (downloadable forms from following link:)</p> <ul style="list-style-type: none"> Application form with requirements for Development Permit 	None		Applicant or Representative
2. Applicant submit ten (10) sets/folders of documentary requirements to the CPDOs	<p>Receive the application form and check the completeness and appropriateness of submitted documents</p>	None	10 minutes	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos, Renjoe San Gabriel
	<p>Record in the logbook the applicant information (contact number), proposed project and address.</p>	None	1 hour	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos, Renjoe San Gabriel
	<p>CPDO verifies the documents' completeness and makes ten (10) sets of Checklist of DP Requirements; if complete</p>			
	<p>CPDO prepares four (4) copies of Order of Payment for the processing and inspection fees, and issues one copy to the applicant.</p>			Arch. Beryl Baybay, Arch. Dulce Corazon T. Villanueva, Arch, Enrico F. Iacsamana, Engr. Yvan F. Pagdonsolan, Arch. Pinky A.

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING & LAND USE DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Valladolid, Engr. Romelo S. Palermo
	CPDO stamps each Letters of Application as officially received and attaches to each folder a copy of the verified Checklist, then distributes on the same day the ten folders/sets as follow: a. One (1) set for the applicant for his/her file (with original copy of Order of Payment/OP and Official Receipt/OR); b. Two (2) sets for the CPDO for its technical evaluation and for the City ENRO & CEO (CPDO set has the photocopy of OP & OR); c. One (1) set for SP Secretariat (with xerox copy of OP & OR) d. Six (6) sets for members of SP Committee on Land Use;			Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos, Renjoe San Gabriel
claim the order of payment and pays in full the processing and inspection fees at the City Treasurer's	None	to be computed based on the Area	Depends on the number of applicants at the Cashier	Treasury/Cashier
3. Claim One (1) set for the applicant for his/her file (with original copy of Order of Payment/OP and Official Receipt/OR	Give One (1) set for the applicant for his/her file (with original copy of Order of Payment/OP and Official Receipt/OR	None	15 minutes	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos, Renjoe San Gabriel
	CPDO conducts its technical review of the application and endorses the same to the ZA; ZA conducts its legal review of the endorsed documents and forwards the same to the SP; if there are technical issues, the ZA shall resolve these first with the CPDO before endorsement of the DP application to the SP.	None	1 week	Arch. Beryl Baybay, Arch. Dulce Corazon T. Villanueva, Arch, Enrico F. Iacsamana, Engr. Yvan F. Pagdonsolan, Arch. Pinky A. Valladolid, Engr. Romelo S. Palermo

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING & LAND USE DIVISION ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
	SP automatically includes DP Application in the agenda for its next regular session.	None		Sangguniang Panlungsod
	CPDO endorse to CEO the various Engineering Plans for its quick evaluation	None	1 week	Enp. Priscella B. Mejillano, MGM.,
	CPDO endorse to CENRO, the Waste Management Plan and the ECC for evaluation			Enp. Priscella B. Mejillano, MGM., Palermo
	CPDO evaluates all the other documents			Arch. Beryl Baybay, Arch. Dulce Corazon T. Villanueva, Arch, Enrico F. Iacsamana, Engr. Yvan F. Pagdonsolan, Arch. Pinky A. Valladolid, Engr. Romelo S. Palermo
	CPDO coordinates with utility providers/regulators, CEO and CENRO to evaluate the DP Application and come up with a Consolidated Evaluation Report (CER)	None	2 days	Arch. Beryl Baybay, Arch. Dulce Corazon T. Villanueva, Arch, Enrico F. Iacsamana, Engr. Yvan F. Pagdonsolan, Arch. Pinky A. Valladolid, Engr. Romelo S. Palermo
	SP reads the DP Application for the first time and endorses the same to the SP Committee on Land Use (CLU) for its evaluation. SP Secretariat forwards the folders to each of the committee members.	None		Sangguniang Panlungsod
	After a week, SP CLU calls for a Committee Hearing for the purpose of evaluating the DP Application, inviting the following: the applicant with			

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING & LAND USE DIVISION ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
	his/her technical staff; the CPDO for its CER; the evaluators or representatives of CEO, CENRO, MWCI/Maynilad and MERALCO; and other resource persons deemed necessary. Depending on the remaining available days prior to the 30-day deadline, another hearing may be conducted by the CLU			
	CLU, through an official report in the SP Regular Session, presents its disposition on the DP Application after a thorough evaluation and study which may include project site visit. SP then decides whether to grant or deny the DP Application.			Committee on Land Use (CLU)
	Should SP decide to grant DP, a Resolution must be passed for this purpose which should be endorsed to the City Mayor.			Sangguniang Panlungsod
	Once the City Mayor approves the Resolution, CPDO prepares and issues to the applicant a DP Certificate. The applicant may request from SP Secretariat copy of the SP Resolution.			
Claim the approved Development Permit & may request from SP Secretariat copy of the SP Resolution.	CPDO prepares and issues to the applicant a DP Certificate.		15 minutes	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos, Renjoe San Gabriel
If the Application is Denied, receive the Notice of Deficiency.	Should SP decide to deny DP, the CPDO shall be instructed to issue Notice of Deficiency/ies to the applicant within two (2) days after the SP decision is made		2 days	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos, Renjoe San Gabriel
	If the City Mayor disapproves the SP Resolution granting DP, the City Mayor shall formally communicate to the SP his/her comment/s and/or reason/s and return the unsigned Resolution. Thereafter, SP shall discuss the			City Mayor, Sangguniang Panlungsod

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING & LAND USE DIVISION ACTION	FEE TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
	City Mayor's comments during its next regular session. If the SP agrees with the City Mayor, the SP shall instruct the SP Secretary to issue the Notice of Denial/Disapproval to the applicant, citing therein the reason/s. However, if SP disagrees with the City Mayor, it may override the City Mayor by re-approving the same Resolution by two-thirds (2/3) vote of all its members.			

FEEDBACK AND COMPLAINTS MECHANISM	
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How feedback is processed	Feedback is collected and collated by the office of the UGNAYAN sa PASIG (USaP)
How to file a complaint	Can be filed through the following channels: - walk-in/ CITY PLANNING DEVELOPMENT OFFICE - CPDO Tel. No. 8643-1111 local 1611 Email address: cityplanning@pasigcity.gov.ph
How complaints are processed	CITY PLANNING DEVELOPMENT OFFICE records the complaint and shall act on the complaint and provide feedback to the applicant on the action taken and recommendations..
Contact Information	Trunk line: 8 643-1111 local 1611 Email Address: cityplanning@pasigcity.gov.ph