

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

LOCATIONAL CLEARANCE FOR BUILDING CONSTRUCTION

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
a) Duly Accomplished and Notarized Locational Clearance Application Form (2 copies)	MPDO Zoning Division	
b) Duly Accomplished Pro-Forma Affidavit Form (Affidavit of Ownership & Affidavit of Setback) (2 copies each)	MPDO Zoning Division	
c) Certified True Copy of Transfer Certificate of Title plus two (2) Photocopies (Not more than three months old upon filing at this office)	Register of Deeds (ROD), Provincial Capitol Compound, L.T.B	
d) Certified True Copy of Tax Declaration plus two (2) Photocopies (Not more than three months old upon filing at this office)	Municipal Assessor's Office (Window 9)	
e) Current Tax Receipt of Non-Tax Delinquency Certificate plus two (2) Photocopies	Municipal Treasury Office (Window 14)	
f) Barangay/Assessor's Certification (if lot is not titled) (3 copies)	Municipal Engineering Office (MEO)	
g) CENRO Certification if Lot is not Titled (2 copies)	CENRO Baguio, Pacdal Baguio City	
h) Deed of Sale if applicable (2 Photocopies)	To be provided by the applicant	
i) Affidavit of consent if applicable (2 Photocopies)	To be provided by the applicant	
j) Contract of Lease if applicable (2 Photocopies)	To be provided by the applicant	
k) Blue Print copy or A3 size of Building Plan containing Perspective, Site Development plan with technical descriptions and Vicinity Map having 500 meters radius duly signed and sealed by an Architect or Civil Engineer (1 copy)	Licensed Architect/Civil Engineer	
l) Bill of Materials/ Detailed Estimate (2 copies) duly signed & sealed by CE/Architect	Licensed Architect/Civil Engineer	
m) Road-Right-of-Way Clearance for properties adjoining national/provincial roads (2 copies Photocopies)	DPWH/ PEO	
n) Waterway Clearance for properties adjoining creeks/rivers (2 Photocopies)	DPWH	
o) Watershed Clearance for land/properties adjoining forest lands (2 copies)	CENRO BAGUIO OR MENRO	
p) Authority to process and follow-up application if applicant is not the owner (2 copies)	To be provided by the applicant	
q) Benguet State University (BSU) Certification for untitled properties adjoining BSU reservation (2 copies)	BSU Land Reservation Office	
r) Photocopy of Approved Subdivision Plan (1 copy)	R.O.D Capitol or Bureau of Lands, Baguio	
s) Five (5) Sets of Building Plans duly signed & sealed by CE/Architect	Licensed Architect/Civil Engineer	
t) Barangay Clearance	Barangay concerned	

***Note: Additional requirements may be required after evaluation of documents. All Zoning Forms and Requirements should not be more than three (3) months old upon filing at this office.

❖ FOR ZONING SECTION

DATE SUBMITTED: _____

COMPLETE

INCOMPLETE

EVALUATED BY: _____

INSPECTED BY: _____

REMARKS: