

13. PLANNING AND DEVELOPMENT OFFICE



EXTERNAL SERVICE

A. DEVELOPMENT PERMIT

An enterprise/ private person developing any kind of project above mentioned is required to secure a Preliminary Approval/Locational Clearance/Development Permit at the Municipal Planning & Development Office thru the Zoning Division prior to the start of the project. This should be done before the start of construction/development to ensure that the project is allowed in the chosen location and is in conformity with the Comprehensive Land Use Plan and Zoning Ordinance of the municipality.

Office or Division:	PLANNING AND DEVELOPMENT OFFICE	
Classification:	Simple	
Type of Transaction:	G2C - Government to Client G2G - Government to Government G2B - Government to Business Entity	
Who may avail:	Any person, whether natural or juridical, with lot/property within the municipality and have the intention to apply for Building Permit. Locational Clearance is a requirement for securing Building Permit	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Transfer Certificate of Title (Deed of Sale or Contract of Lessee) (Original Copy)		Registry of Deeds / LRA / DENR
Tax Declaration (Original Copy)		Assessor's Office
Realty Tax Payment Receipt (Current Year) (Original Copy)		Municipal Treasurers Office
Lot Plan (Original Copy)		Civil Engineer / Geodetic Engineer
Barangay Permit to Develop (Orig. Copy)		Designated Barangay
SB Resolution (approval of reclassification) (Original Copy)		Sangguniang Bayan
Site Development Plant (Original Copy)		Municipal Planning and Development Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Check documents submitted for assessment and corresponding fees.	As provided in resolution no. 912 series of 2013 of HLURB	5 Minutes	Clerk (MPDO)
2. Pay the corresponding fee.	2. Accept payment and issue OR	As provided in resolution no. 912 series of 2013 of HLURB	3 Minutes	Revenue Collection Clerk III (Treasury Office)
3. Present proof of payment	3. Print and record document	none	5 Minutes	Clerk (MPDO)
	4. Sign by MPDC and Local Chief Executive (depends on availability)	none	15 Minutes	Municipal Planning & Development Coordinator (MPDC) and Municipal Mayor
	5. Release requested documents		5 Minutes	Clerk (MPDO)
	TOTAL:	none	33 minutes	

B. LOCATIONAL CLEARANCE FOR BUILDING PERMIT

An enterprise and private person constructing a new building or applying for expansion/renovation/alteration is required to secure a Locational/Zoning Clearance at the Municipal Planning & Development Office (Zoning Division) prior to the application for Building Permit. This should be done before the start of construction to ensure that the construction/building is allowed in the chosen location and is in conformity with the Comprehensive Land Use Plan and Zoning Ordinance of the municipality.

Office or Division:	PLANNING AND DEVELOPMENT OFFICE	
Classification:	Simple	
Type of Transaction:	G2C - Government to Client G2G - Government to Government G2B - Government to Business Entity	
Who may avail:	Any person, whether natural or juridical, with lot/property within the municipality and have the intention to apply for Building Permit. Locational Clearance is a requirement for securing Building Permit	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Duly Accomplished and Notarized Locational Clearance Application Form (Original Copy)	Municipal Planning and Development Office
	Transfer Certificate of Title (Original Copy)	Registry of Deeds / LRA / DENR
	Tax Declaration (Original Copy)	Assessor's Office
	Realty Tax Payment Receipt (Original Copy)	Municipal Treasurers Office
	Lot Plan (Original Copy)	Civil Engineer / Geodetic Engineer
	Building Plans and Specification (Original Copy)	Civil Engineer / Geodetic Engineer Electrical Engineer / Sanitary Engineer
	Bill of Materials (Original Copy)	Civil Engineer / Geodetic Engineer
	Barangay Permit to Construct (Original Copy)	Concerned Barangay
	Photo of Project Site (Original Copy)	Client
	Sketch of Exact Site Location (Original Copy)	Civil Engineer
	Long Expandable Envelope(BLUE) (Original Copy)	Bookstore

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Check documents submitted for assessment and corresponding fees.	As provided in resolution no. 912 series of 2013 of HLURB	5 Minutes	Clerk (MPDO)
2. Pay the corresponding fee.	2. Accept payment and issue OR	As provided in resolution no. 912 series of 2013 of HLURB	3 Minutes	Revenue Collection Clerk III (Treasury Office)
	3. Print and record document		5 Minutes	Clerk (MPDO)
	4. Sign by MPDC and Local Chief Executive (depends on availability)	none	15 Minutes	Municipal Planning & Development Coordinator (MPDC) and Municipal Mayor
	5. Release requested documents	none	5 Minutes	Clerk (MPDO)
	TOTAL:		33 Minutes	

C. ZONING CERTIFICATE FOR RESIDENTIAL PATENT

The Residential Patent is requested by a taxpayer and/or any individual for them to know the land use of the lot they own, whether residential, commercial, industrial or institutional. This is being issued for the purpose of ensuring compliance to the Comprehensive Land Use Plan and Zoning Ordinance of the Municipality. The Residential Patent can be secured at the Municipal Planning and Development Office (Zoning Division).

Office or Division:	PLANNING AND DEVELOPMENT OFFICE	
Classification:	Simple	
Type of Transaction:	G2C - Government to Client G2G - Government to Government G2B - Government to Business Entity	
Who may avail:	Any person/legal entity who owns a parcel of lot in the Municipality of Pulilan	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Request Letter Addressed to MPDC (Original Copy)		Client
Transfer Certificate of Title (Original Copy)		Registry of Deeds / LRA / DENR
Tax Declaration (Original Copy)		Assessor's Office
Realty Tax Payment Receipt (Original Copy)		Municipal Treasurers Office
Proof of Ownership (Deed of Sale, Pamana, etc) (Original Copy)		Client
*FOR REPRESENTATIVE ONLY		
*Authorization Letter from the Owner (Original Copy)		Client
*Photo copy of Valid ID (Representative & Owner)		Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Check documents submitted for assessment and corresponding fees.	As provided in resolution no. 912 series of 2013 of HLURB	5 Minutes	Clerk (MPDO)
2. Pay the corresponding fee.	2. Accept payment and issue OR	As provided in resolution no. 912 series of 2013 of HLURB	3 Minutes	Revenue Collection Clerk III (Treasury Office)
	3. Print and record document	None	5 Minutes	Clerk (MPDO)
	4. Sign by MPDC and Local Chief Executive (depends on availability)	None	15 Minutes	Municipal Planning & Development Coordinator (MPDC) and Municipal Mayor
	5. Release requested documents		5 Minutes	Clerk (MPDO)
	TOTAL:		33 minutes	

A. LOCATIONAL CLEARANCE FOR GARAGE

An enterprise and private person applying for LTFRB Franchise needed to secure a Locational Clearance for Garage as a requirement for the said franchise.

Office or Division:	Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Client			
	G2G – Government to Government			
	G2G – Government to Business Entry			
Who may avail:	Any person/company who owns or lease a parcel of lot in the Municipality to be used as parking space for a vehicle			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter Addresses to the Mayor		Client		
Transfer Certificate of Title		Registry of Deeds / LRA / DENR		
Tax Declaration		Assessor's Office		
Tax Receipt/Clearance		Municipal Treasurer's Office		
Sketch of Location		Client		
Barangay Permit		Concerned Barangay		
Mayor's Permit/ Business Permit		Mayor's Office		
Blue Long Expandable Envelope		Bookstore		
Contract of Lessee/Deed of Sale		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Check documents submitted for assessment and corresponding fees.	As provided in resolution no. 912 series of 2013 of HLURB	5 minutes	Clerk (MPDO)

2. Pay the corresponding fee	1. Accept payment and issue OR	As provided in resolution no. 912 series of 2013 of HLURB	3 minutes	Revenue Collection Clerk III (Treasury Office)
	1. Print and record documents	As provided in resolution no. 912 series of 2013 of HLURB	5 minutes	Clerk (MPDO)
	2. Sign by the MPDC and Local Chief Executive (depends on availability)	None	15minutes	Municipal Planning and Development Coordinator (MPDC) and Municipal Mayor
	3. Release requested documents	None	5 minutes	Clerk (MPDO)
	TOTAL:	none	33 minutes	

HOUSING AND LAND USE REGULATORY BOARD

2013 SCHEDULE OF FEES

1. ZONING / LOCATIONAL CLEARANCE	
A. Single residential structure attached or detached	
1. P100,000 and below	P268
2. Over P100,000 to P200,000	P576
3. Over P200,000	P720 + (1/10 of 1% in excess of P200,000)
B. Apartments/ Townhouses	
1. P500,000 and below	P1,440
2. Over P500,000 to 2 Million	P2,160
3. Over 2 Million	P3,600 + (1/10 of 1% of cost in excess of P2.M regardless of the number of floors)
C. Dormitories	
1. P 2 Million and below	P3,600
2. Over 2 Million	P3,600 + (1/10 of 1% of cost in excess of P2.M regardless of the number of floors)
D. Institutional	
Project Cost of which is:	
1. Below P2 Million	P2,880
2. Over 2 Million	P2,880 + (1/10 of 1% of cost in excess of P2.M)
E. Commercial, Industrial and Agro-Industrial Project Cost of which is:	
1. Below P100,000	P1,440
2. Over P100,000 - P500,000	P2,160
3. Over P500,000	P2,880
4. Over P1 Million - P2 Million	P4,320
5. Over P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
F. Special Uses/ Special Projects (Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)	
1. Below P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
2. Over P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
G. Alteration / Expansion (affected areas/ cost only)	
	Same as the original application
2. SUBDIVISION AND CONDOMINIUM PROJECTS (under P.D. 957)	
A. Subdivision Projects	
1. Approval of Subdivision Plans (including townhouses)	
1. Preliminary Approval and Location Clearance (PALCY) Preliminary Subdivision Development Plan (PSDP)	
• Processing Fee	P360/ ha. or a fraction thereof
• Inspection Fee *	P1,500/ ha. regardless of density
2. Final Approval and Development Permit	
• Processing Fee	P2,880/ ha. regardless of density
Additional Fee on Floor Area of housing component	P3.00/ sq.m.
• Inspection Fee *	P1,500/ ha. regardless of density
3. Alteration of Plan (affected areas only)	
	Same as Final Approval and Development

	Permit
2. Certificate of Registration Processing Fee	P2,880
• Processing Fee	
3. License to Sell	P216/saleable lot
• Processing Fee	P14.4/ sq.m.
Additional Fee on Floor Area of housing component	P1,500/ ha. regardless of density
• Inspection Fee *	
4. Certificate of Completion	P216
• Certificate Fee	
• Processing Fee	
• Inspection Fee *	P1,500/ ha. regardless of density
5. Extension of Time to Develop	P504
• Processing Fee	P14.40 sq.m.
Additional Fee (unfinished area for development)	P1,500 / ha. regardless of density
• Inspection Fee *	
* Application for CR/LS with DP issued by LGU shall be charge inspection fee	
B. Condominium Project	
1. Approval of Condominium Plans/Final Approval and Development Permit	
1. Preliminary Approval and Locational Clearance	
2. Final Approval / Development Permit	
• Processing Fee	P720
a. Land Area	P7.20/ sq.m.
b. No. of Floors	P288/ floor
c. Building Areas	P23.05/ sq.m. of GFA
• Inspection Fee *	P1,500/ ha
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
4. Conversion (affected areas only)	- do -
2. Certificate of Registration	P2,880
• Processing Fee	
3. License to Sell	P17.30/ sq.m. of saleable area
a. Residential	P36/ sq.m. of saleable area
b. Commercial	P1500/ ha
Inspection Fee	
4. Extension of Time to Develop	P504
• Processing Fee	P17.30/ sq.m.
Additional Fee (unfinished floor area for development)	P1,500/ ha
• Inspection Fee	
5. Certificate of Completion	P216
• Certificate Fee	
• Processing Fee	
• Inspection Fee	P1,500/ floor
3. SUBDIVISION AND CONDOMINIUM PROJECTS (under B.P. 220)	

A. Subdivision Projects	
1. Approval of Subdivision Projects	
1. Preliminary Approval and Locational Clearance	
• Processing Fee	
a. Socialized Housing	P90/ ha
b. Economic Housing	P216/ha
• Inspection Fee	
a. Socialized Housing	P1,500/ ha
b. Economic Housing	P1,500/ ha
2. Final Approval and Development Permit	
• Processing Fee	
a. Socialized Housing	P600/ ha.
b. Economic Housing	P1,440/ ha
• Inspection Fee	
c. Socialized Housing	P1,500/ ha
d. Economic Housing	P1,500/ ha
(Projects already inspected for PALC application may not be charged inspection fee)	
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
4. Building Permit (floor area of housing unit)	P7.20/ sq.m.
2. Certificate of Registration	
• Processing Fee	
a. Socialized Housing	P420
b. Economic Housing	P720
3. License to Sell (per saleable lot)	
• Processing Fee	
a. Socialized Housing	P24/ saleable lot
b. Economic Housing	P72/ saleable lot
Additional fee on floor area of housing component	
	P3.00/ sq.m.
• Inspection Fee *	
a. Socialized Housing	P1,500/ha.
b. Economic Housing	P1,500/ ha.
4. Extension of Time to Develop	
• Processing Fee	
a. Socialized Housing	P420
b. Economic Housing	P504
Additional Fee (unfinished area for development)	
	P2.88/sq.m.
• Inspection Fee	
a. Socialized Housing	P1,500/ha.
b. Economic Housing	P1,500/ha.
5. Certificate of Completion	
• Certificate Fee	
a. Socialized Housing	P180
b. Economic Housing	P216
• Processing Fee	
a. Socialized Housing	
b. Economic Housing	
• Inspection Fee	P1500/ha

6. Occupancy Permit	
• Processing Fee	
a. Socialized Housing	P6/ sq.m.
b. Economic Housing	P7.20 / sq.m.
• Inspection Fee (saleable floor area of the housing component)	
c. Socialized Housing	P1,500/ ha.
d. Economic Housing	P1,500/ ha.
B. Condominium Projects	
1. Approval of Condominium Plans	
1. Preliminary Approval and Locational Clearance	P720
2. Final Approval and Development Permit	
• Processing Fee	
a. Total Land Area	P7.20/ sq.m.
b. No. of Floors	P144/ floor
c. Building Areas	P5.80/ sq.m. of GFA
• Inspection Fee	P1,500/ ha.
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Registration	
	P720
3. License to Sell	
a. Residential	P7.20/ sq.m. of saleable area.
a. Commercial	P10.65/sq.m. of saleable area
Inspection Fee	P1500/ ha
4. Extension of Time to Develop	
• Processing Fee	P3.00/ sq.m.
• Inspection Fee (unfinished area for development)	P1,500/floor
5. Certificate of Completion	
Certificate Fee	P216
• Processing Fee	
• Inspection Fee	P1,500/floor
4. INDUSTRIAL/ COMMERCIAL SUBDIVISION	
1. Approval of Industrial/ Commercial Subdivision	
1. Preliminary Approval and Locational Clearance	
• Processing Fee	P432/ha
• Inspection Fee	P1,500/ ha.
2. Final Approval and Development Permit	
• Processing Fee	P720/ha
• Inspection Fee	P1,500/ ha.
(Projects already inspected for PALC application may not be charged inspection fee)	
3. Alteration of Plan (affected areas only)	
	Same as Final Approval and Development Permit

2. Certificate of Registration	P2,880
3. License to Sell	
• Processing Fee	P3.00/ sq.m. of land area.
• Inspection Fee *	P1,500/ ha.
4. Extension of Time to Develop	
• Processing Fee	P504
Additional Fee (unfinished area for development)	P14.40 sq.m.
• Inspection Fee	1,500/ ha
5. Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
a. Industrial	P504
b. Commercial	P720
• Inspection Fee *	P1,500/ ha.
5. FARMLOT SUBDIVISION	
1. Approval of Farmland Subdivision	
1. Preliminary Approval and Locational Clearance	
• Processing Fee	P288/ ha.
• Inspection Fee	P1,500/ha.
2. Final Approval and Development Permit	
• Processing Fee	P1,440/ ha.
• Inspection Fee	P1,500/ ha.
(Projects already inspected for PALC application may not be charged inspection fee)	
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Registration	P2,880
3. License to Sell	
• Processing Fee	P720/lot
• Inspection Fee *	P1,500/ha
4. Extension of Time to Develop	
• Processing Fee	P504
• Additional Fee on Floor Area of housing component and other development	P14.40 sq.m.
• Inspection Fee	P1500/ha
5. Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
• Inspection Fee	P1500/ha
6. Memorial Park/ Cemetery Project/ Columbarium	
1. Approval of Memorial Park/Cemetery Project/ Columbarium	
1. Preliminary Approval and Locational Clearance	
a. Memorial Project	P720/ha
b. Cemeteries	P288/ha
c. Columbarium	P3600/ha
• Inspection Fee	
a. Memorial Project	P1500/ha

b. Cemeteries	P1500/ha
c. Columbarium	P1500/ha
2.Final Approval and Development Permit	
a. Memorial Project	P3.00/ sq.m.
b. Cemeteries	P1.50/ sq.m.
c. Columbarium	P7.20/ sq.m. of land area
	P3.00/ floor
	P23.05/sq.m. of GFA
<ul style="list-style-type: none"> • Inspection Fee (Projects already inspected for PALC application may not be charged inspection fee) 	
a. Memorial Project	P1500/ ha
b. Cemeteries	P1500/ ha.
c. Columbarium	P1500/ ha
3.Alteration of Fee	
	Same as Final Approval/ Development Permit
2.Certificate of Registration	
	P2,880
3.License to Sell	
<ul style="list-style-type: none"> • Processing Fee 	
a. Memorial Project	P72/ 2.5sq.m.
- Apartment Type	P28.80/ unit
b. Cemeteries	P28.80/ tomb
c. Columbarium	P72.00/ vault
<ul style="list-style-type: none"> • Inspection Fee 	
a. Memorial Project	P1500/ ha
b. Cemeteries	P1500/ ha
c. Columbarium	P1500/ floor
4.Extension of Time to Develop	
<ul style="list-style-type: none"> • Processing Fee 	
Additional Fee (unfinished area for development)	
a. Memorial Project	P1,440
b. Cemeteries	P720/ha
c. Columbarium	P5.80/sq.m. of GFA
<ul style="list-style-type: none"> • Inspection Fee 	
a. Memorial Project	P1500/ ha
b. Cemeteries	P1500/ ha
c. Columbarium	P1500/ floor
5.Certificate of Completion	
<ul style="list-style-type: none"> • Certificate Fee 	
	P216
<ul style="list-style-type: none"> • Processing Fee 	
a. Memorial Project	P1,440
b. Cemeteries	P720/ha
c. Columbarium	P5.80/sq.m. of GFA
<ul style="list-style-type: none"> • Processing Fee 	
<ul style="list-style-type: none"> • Inspection Fee 	
a. Memorial Project	P1500/ ha
b. Cemeteries	P7500/ ha
c. Columbarium	P1500/ floor
7. Other Transactions/ Certifications	
A. Application/ Request for:	

1. Advertisement Approval	P720
2. Cancellation/ Reduction of Performance Bond	P2880
3. Lifting of Suspended License to Sell	P2880
4. Exemption from Cease and /Desist Order	P216
5. Clearance to Mortgage	P1440
6. Lifting of Cease and Desist Order	P2880
7. Change of Name/ Ownership/ Amendments of CRLS	P1440
8. Voluntary cancellation of CRLS	P1440
9. Revalidation/ Renewal of Permit (Condominium)	P60% of current processing fee
B. Other Certifications	
1. Zoning Certifications	P720/ ha
2. Certification of Town Plan/ zoning Ordinance Approval	P216
3. Certification of New Rights/Sales	P216
4. Certificate of Registration (form)	P216
5. License to Sell (form)	P216
6. Certificate of Creditable Withholding Tax (maximum of 5 lots per certificate)	P216/ lot or unit
7. Other, to include:	
a. Availability of records/ public request	P288
b. Certificate of no record on file	P288
c. Certification of with or without CRLS	P288
d. Certified true copy of documents (report size)	
• Document of five (5) pages or less	P43.20
• Every additional page	P4.40
e. Photo copy of documents	P3.00
f. Other not listed above	P216
8. Registration of Dealer/ Broker/ Salesman	
1. Dealers/Brokers	P720
2. Salesman/ Agent	P288
9. Homeowners Association	
1. Registration of HOA	
Examination/ Registration	Regular HOAS CMP HOA
• Articles of Incorporation	P940 780
• By-Laws	P940 780
2. Stamping of Books	P50/ book
3. Amendments	
• Articles of Incorporation	P720
• By-Laws	P720
4. Dissolution of Homeowners Association	P720
5. Certification of the new set of Officers	P504
6. Other Certification	P216
• Inspection Fee	P1500/ ha.
7. Research Fee	P50/docket
10. Legal Fees (CMP Project)	
1. Filing Fee	P1440

2. Additional Fee for claims (for refund, damages, attorney's fee, etc.)	
1. Not more than P20,000	P173.00
2. More than P20,000 but less than P80,000	P576
3. P80,000 or more but less than P100,000	P864
4. P100,000 or more but less than P150,000	P1440
5. For each P1,000 in excess of P150,000	P7.20
3. Motion for reconsideration	P600
4. Petition of Review	P2880
5. Prayer for Cease and Desist Order	P1200
6. Pauper-litigants are exempt from payment of legal fees	
1. Those who gross income is not more than P6,000 per month and residing within M.M.	
2. Those who gross income is not more than P4,000 per month and residing within M.M.	
3. Those who do not own real property	
7. Government agencies and its instrumentalities are exempted from paying Legal fees	
8. Local government and government owned or controlled corporation with or without independent charters are not exempted paying legal fees.	
11. UPLC Legal Research Fee	
Computation of Legal Research Fee for the University of the Philippines Law Center	
(UPLR) remains at One Percent (1%) of every fee charged but shall in No Case Be Lower than P12.00	Covered by MEMORANDUM CIRCULAR NO. Series of 2013 (October 2, 2013)