

CITY PLANNING AND DEVELOPMENT OFFICE

2/F MARIKINA CITY HALL, Shoe Ave., Sta Elena , Marikina City
 City Planning Officer : Tomas C. Aguilar, Jr.
 Telefax.: 682-9571

SERVICES OFFERED :

For Business Permit

Procedure/Client Steps	Office/Person Responsible	Location of Office	Processing Time
1. File application/ Request for Zoning Certificate	CPDO Receiving Clerk Boy Abarientos	CPDO 2nd Floor, Marikina City Hall	2 minutes
2. Action on Request:	CPDO Zoning Officer Engr. Lisa Palomar	2nd Floor, Marikina City Hall	Maximum of 3 days (Upon receipt of Application)
-Verification of Application with Existing Zoning Ordinance	Engr. Calvin Carambas Elmer Madrid	2nd Floor, Marikina City Hall	5 minutes
-Ocular inspection of location Business	Engr. Calvin Carambas Elmer Madrid	2nd Floor, Marikina City Hall	Within 1 to 3 days (prior to the number of sites to be visited)
Issuance of Zoning Certification	Zoning Officer Engr. Liza Palomar	2nd Floor, Marikina City Hall	2 minutes
3. Payment of Zoning Fees	Treasury Cashier (Window 6-9 69,70)	Ground Floor, Marikina City Hall	3-5 minutes
4. Claim-Zoning Certificate	CPDO Clerk Bernardita De Guzman	2nd Floor, Marikina City Hall	2 minutes

For Building Permit

Procedure/Client Steps	Office/Person Responsible	Location of Office	Processing Time
<p>1. File request for locational clearance with the following requirements:</p> <ul style="list-style-type: none"> -Architectural plans (2 sets) -Lot plan (2 sets) -Certificate of title -Tax Declaration latest (provide absolute deed of sale/authorization letter if the Tax Declaration is not named to the applicant) -Latest Tax Receipt -Bill of materials -Barangay Clearance -Homeowner's Clearance -CRO Clearance 	CPDO Receiving Clerk Boy Abarientos	CPDO, 2nd Floor Marikina City Hall	5-10 minutes
<p>2. Action on Request</p> <p>-Verification/ Inspection of the proposed construction site</p> <p>-Assesment/ computation of fees</p> <p>-Issuance of Locational Clearance</p>	<p>CPDO Zoning Officer Engr. Lisa Palomar</p> <p>Engr. Calvin Carambas Elmer Madrid</p> <p>Engr. Calvin Carambas Elmer Madrid</p> <p>Zoning Officer Engr. Lisa Palomar</p>	<p>CPDO, 2nd Floor Marikina City Hall</p> <p>2nd Floor Marikina City Hall</p> <p>2nd Floor Marikina City Hall</p> <p>2nd Floor Marikina City Hall</p>	<p>Maximum of 5 days (upon receipt of application)</p> <p>Within 1-2 days (prior to the number of sites to be visited)</p> <p>Within 1-3 days (prior to the number of application to be computed)</p> <p>2 minutes</p>
3. Payment of Locational Clearance fees	Treasury cashier (Window 6-9, 69, 70)	Ground Floor Marikina City Hall	3-5 minutes
4. Claim-Locational Clearance	CPDO Staff Andrea De Guzman Flaviana Gregorio Marie Angeli Tan	2nd Floor Marikina City Hall	2 minutes

Assistance to the Researchers/Students

Procedure/Client Steps	Office/Person Responsible	Location of Office	Processing Time
1. Present Letter Request and Identification Card	CPDO Staff Andrea De Guzman Flaviana Gregorio Marie Angeli Tan	CPDO 2nd Floor Marikina City Hall	During Office Hours

Architectural Design Section

Procedure/Client Steps	Office/Person Responsible	Location of Office	Processing Time
1. Student Researches on: Existing city structures Proposed city projects	Arch. Josephine N. Alarcon & Architectural design staff	CPDO 2nd Floor Marikina City Hall	Request for blue print of plans (3 days)
2. Various city offices/ Barangay offices/ Congressman's offices request for detailed architectural plans & works program of proposed city projects	Arch. Josephine N. Alarcon & Architectural design staff	2nd Floor Marikina City Hall	Inspection of specific site and spatial analysis of proposed project (2 weeks)
3. Various city offices/ Barangay offices/ Congressman Offices request for detailed architectural plans & work program of proposed city projects	Arch. Josephine N. Alarcon & Architectural design staff	2nd Floor Marikina City Hall	Schematic plans & budgetary estimate as approved by the Mayor (4-8 weeks depending on project scale)
4. Project Supervision works for city projects with the Detailed Architectural drawings approved by the Mayor	Arch. Josephine N. Alarcon & Architectural design staff	2nd Floor Marikina City Hall	Depending on actual contractors contract