

Republic of the Philippines  
City Government of Davao  
**OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR**

**CHECKLIST OF REQUIREMENTS**  
**RECONSIDERATION: LOCATIONAL CLEARANCE FOR BUILDING PERMIT**

| <b>ITEM</b> |   | <b>OFFICES/AGENCIES CONCERNED</b>    |
|-------------|---|--------------------------------------|
| 1           | Letter of Reconsideration<br>Addressed to:<br><br>City Planning and Development Coordinator<br>Office of the City Planning & Development Coordinator<br>Davao City<br><br>Thru: Local Zoning Board of Adjustment and Appeals<br>(LZBAA) | Applicant                            |
| 2           | Denial Letter   | Applicant                            |
| 3           | Order of Payment  | City Planning and Development Office |
| 4           | Official Receipt for reconsideration fee of P 600.00<br>(original & photocopy)  | City Treasurer's Office              |
| 5           | Building Permit Application   | Office of the City Building Official |
| 6           | Certified True Copy of Title / Contract of Lease /<br>Authority to Construct / Deed of Sale   | Register of Deeds                    |
| 7           | Sketch plan of the project site with vicinity map and landmarks   | Applicant                            |
| 8           | Contact Number  | Applicant                            |
| 9           | Barangay Council Resolution interposing no objection to the project   | Barangay Council                     |
| 10          | Affidavit of Neighbor's Consent / Affidavit of No Objection from the owners of properties adjoining the proposed site of the building with attached Lot Title   | Applicant                            |
| 11          | Locational mapping of neighbor's consent signatories  | Applicant                            |
| 12          | Affidavit of Undertaking  | Applicant                            |
| 13          | Building Plan (1 set)   | Applicant                            |