



City Environment and Natural Resources Office External Services



1. Issuance of Environmental Clearance

The Environmental Clearance is issued to business entities to assure compliance to existing environmental standards and regulations.

1.1 Business Permit Application for New Business Establishments

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	All Commercial and Industrial Establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permit Application - New (1 Original Copy)		Business Permits and Licensing Office		
2. Environmental Clearance Certificate (ECC)/Certificate of Non-Coverage (CNC) (1 Photocopy)		DENR-EMB IV-A		
3. Laguna Lake Development Authority (LLDA) Clearance/Discharge Permit (1 Photocopy)		LLDA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client in the office Logbook	1. Give Log Book to the Client	None	5 minutes	<i>Administrative Staff</i>
2. Present Business Permit Application	2. Receive and review business permit application form	Php 150 + Environmental Protection and Conservation Fee (EPC fee)	3 minutes	<i>Administrative Staff</i>
3. Wait for the scheduled inspection.	3. Schedule site inspection for environmentally critical project.	None	To be scheduled by BPLO	<i>BPLO</i>
4. Complied required documents	4. Process Environmental Clearance of the client	None	3 minutes	<i>Administrative Staff</i>
5. Receive environmental clearance	5. Issue the environmental clearance to the client	None	3 minutes	<i>EMS II</i>
	TOTAL:	EPC – Php 150.00	14 Minutes (excluding inspection)	



1.2 Business Permit Renewal

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	All Commercial and Industrial Establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permit Application - Renewal (1 Original Copy)		Business Permits and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client in the office Logbook	1. Give Log Book to the Client	None	5 minutes	<i>Administrative Staff</i>
2. Present Business Permit Application	2. Receive and review business permit application form 2.1 Start processing the request	Php 150 + Environmental Protection and Conservation Fee (EPC fee) (see table below)	5 minutes	<i>Administrative Staff</i>
3. Receive Environmental Clearance	3. Issue the Environmental Clearance to the client	None	3 minutes	<i>EMS II</i>
	TOTAL:	EPC – Php 150.00	11 Minutes	



Environmental Protection and Conservation (EPC) Fee = A + B + C

A. Nature of Business			Amount
a. High Risk or Environmentally Critical Business or Project			800
1. Large scale manufacturing industries	6. Waste treatment facilities and waste treater	11. Cemetery , Memorial parks, Crematorium	
2. Power generating plants and facilities	7. Hospitals, Medical and Dental Clinics	12. Junk shops, Scrap Buying	
3. Fuel depot and fuel storage facilities	8. Housing development projects	13. Electronic repair shops and facilities	
4. Gasoline (Fuel) services and LPG Filling Station	9. High rise buildings	14. Veterinar y Clinics	
5. Garbage terminal, transfer stations, Garbage hauling	10. Funeral services	15. Other businesses or Projects as may be assessed and evaluated high-risk by City ENRO	
b. Medium Risk or Business or Project with potential source of pollution			P300
1. Small-scale manufacturing industries	7. Welding shops, machine shops and auto repair with repainting shops	13. Market, talipapa	
2. Fast food chains/ restaurants	8. Animal farm, piggery, poultry	14. Computer shops	



3. Commercial retail store	9. Manufacturer's procedure, foundry shops, laboratories and warehouses	15. Amusement and recreation	
4. Hotel, Motels, Apartelles, Inns	10. Retailer of LPG	16. Lessor	
5. Transport terminal, trucking services	11. Golf course	17. Cooperative	
6. Car wash, laundry services	12. Educational institution	18. Other business or project as may be assessed and evaluated medium-risk by CENRO	
c. Low-risk or business or project with very minimal negative effect on environment			P50
1. Sari-sari store	3. Pawnshops, Financial institutions		
2. Service oriented offices	3. Other business or project as may be assessed and evaluated low-risk by CENRO		
B. Capitalization or Project Cost			
1. Below P350,000.00			P500.00
2. More than P350,000.00 but less than P1,000,000.00			P750.00
3. More than P1,000,000.00 but less than P5,000,000.00			P1,000.00
4. More than P5,000,000.00			P1,500.00
C. Compliance			



As may be determined based on record on non-compliance or has been the subject of validated complaint for the current period of one calendar year	
<i>Compliant</i>	P0.00
<i>Non-Compliant:</i>	P50.00
a. P50,000.00 below	
b. P50,001.00- P150,000.00	P200.00
c. P500,001 above	P500.00
d. As may be assessed by CENRO	P500.00



2. Environmental Permit for Construction

An Environmental Permit to construct shall be issued to the client to assure its compliance to existing regulations pertaining to septic tank specifications and/or sewage treatment plant.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All clients within San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Blueprint layout of septic tank/ sewage treatment plant (STP) of structure to be constructed (1 Original Copy, 1 Photocopy)		Building contractor/ engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorsement for Environmental Permit will be transmitted by Office of the Building Official (OBO)	1. Receive and Issue Order of payment to Client	None	5 minutes	<i>EMS II</i>
2. Pay required fees at Treasurer's Office, claim official receipt and claim Environmental Permit	2. Receive Official Receipt for encoding and Issue Environmental Permit	P150 + Environmental Protection and Conservation Fee (EPC fee) (see table below)	5 minutes	<i>EMS II</i>
	TOTAL:	EPC – Php 150.00	10 Minutes	



Environmental Protection and Conservation Fee (EPC) Fee = A + B + C

A. Nature of Business			Amount
a. High Risk or Environmentally Critical Business or Project			800
6. Large scale manufacturing industries	11. Waste treatment facilities and waste treater	16. Cemetery , Memorial parks, Crematorium	
7. Power generating plants and facilities	12. Hospitals, Medical and Dental Clinics	17. Junk shops, Scrap Buying	
8. Fuel depot and fuel storage facilities	13. Housing development projects	18. Electronic s repair shops and facilities	
9. Gasoline (Fuel) services and LPG Filling Station	14. High rise buildings	19. Veterinar y Clinics	
10. Garbage terminal, transfer stations, Garbage hauling	15. Funeral services	20. Other businesses or Projects as may be assessed and evaluated high-risk by City ENRO	
b. Medium Risk or Business or Project with potential source of pollution			P300
7. Small-scale manufacturing industries	7.Welding shops, machine shops and auto repair with repainting shops	13. Market, talipapa	
8. Fast food chains/ restaurants	13. Animal farm, piggery, poultry	19. Computer shops	



9. Commercial retail store	14. Manufacturer's procedure, foundry shops, laboratories and warehouses	20. Amusement and recreation	
10. Hotel, Motels, Apartelles, Inns	15. Retailer of LPG	21. Lessor	
11. Transport terminal, trucking services	16. Golf course	22. Cooperative	
12. Car wash, laundry services	17. Educational institution	23. Other business or project as may be assessed and evaluated medium-risk by CENRO	
c. Low-risk or business or project with very minimal negative effect on environment			P50
4. Sari-sari store	3. Pawnshops, Financial institutions		
5. Service oriented offices	6. Other business or project as may be assessed and evaluated low-risk by CENRO		
B. Capitalization or Project Cost			
5. Below P350,000.00			P500.00
6. More than P350,000.00 but less than P1,000,000.00			P750.00
7. More than P1,000,000.00 but less than P5,000,000.00			P1,000.00
8. More than P5,000,000.00			P1,500.00
C. Compliance			



As may be determined based on record on non-compliance or has been the subject of validated complaint for the current period of one calendar year	
<i>Compliant</i>	P0.00
<i>Non-Compliant:</i>	P50.00
e. P50,000.00 below	
f. P50,001.00- P150,000.00	P200.00
g. P500,001 above	P500.00
h. As may be assessed by CENRO	P500.00



3. Citation Tickets Compliance

City ENRO Environmental Enforcers issues Citation Tickets to all violators of environmental laws in which corresponding penalties shall be complied.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All violators of environmental laws			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citation ticket (1 Original Copy)		Environmental Enforcers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present copy of citation ticket	1. Receive and indicate amount of penalty (see table below)	Depending on law/s violated (see below table)	5 minutes	<i>EMS II</i>
2. Pay penalty at Treasurer's office and return to CENRO for encoding	2. Encode Official Receipt number and record	None	5 minutes	<i>EMS II</i>
	TOTAL:	Depending on law/s violated (see below table)	10 Minutes	



Penalties of Violators of Environmental Laws and Ordinances

Violation		First Offense	Second Offense	Third Offense
E.O. 26 Smoking in public places Authorizing to smoke (Establishment)		500.00	1,000.00	1,500.00
		1,000.00	1,500.00	2,500.00
R.A. 9003/M.O. 2008-07 Illegal dumping of solid waste/Authorizing to dump in public places Open burning	Individual:	500.00	800.00	1,500.00
	Establishment:	1,000.00	2000.00	Closure
	Individual:	500.00	800.00	1,500.00
	Establishment:	1,000.00	2,000.00	Closure
Unsegregated waste	Individual:	500.00	800.00	1,500.00
	Establishment:	1,000.00	2,000.00	Closure
	Individual:	500.00	800.00	1,500.00
	Establishment:	1,000.00	2,000.00	Closure
Unaccredited solid waste hauler	Individual:	500.00	800.00	1,500.00
	Establishment:	1,000.00	2,000.00	Closure
R.A. 6969 Unaccredited hazardous waste hauler Unauthorized disposal of hazardous chemicals		1,000.00	3,000.00	5,000.00
		1,000.00	3,000.00	5,000.00
M.O. 99-10 Bathing/Washing clothes on sidewalk Dirty frontage Spitting/Urinating in Public Places		500.00	800.00	1,500.00
	Individual:	500.00	800.00	1,500.00
	Establishment:	1,000.00	2,000.00	Closure
		500.00	800.00	1,500.00



P.O. 11 S. 2012	Selling/Using Sando Bag as Packaging	Individual:	500.00	1000.00	2,500.00
		Establishment:	1,000.00	2,000.00	2,500.00
Ord. 2018-06	Unregistered/Unaccredited Waste Collector/Transporter		1,000.00	3,000.00	5,000.00
R.A. 9275/Ord. 2017-36	Illegal/Untreated wastewater discharge		2,000.00	4,000.00	5,000.00
	No oil and grease trap installed		2,000.00	4,000.00	5,000.00
Ord. 2021-22	Smoke emission exceeding standards	Light vehicles	300.00 or seminar	500.00	1,000.00 and recommendation for suspension of MVR for 1 year
		Medium vehicles	500.00 or seminar	1,500.00	2,000.00 and recommendation for suspension of MVR for 1 year
			1,000.00 or seminar	3,000.00	5,000.00 and recommendation for suspension of MVR for 1 year
		Heavy vehicles			



4. Trimming and Pruning Services

Green Team or Green Boys of the City ENRO conducts regular tree care and trimming of trees. This is to maintain its aesthetics and removal of unhealthy and hazardous tree branches.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All clients with trees in Private and Public land			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/Application Form (1 Original Copy)		Applicant		
2. Sketch Map (1 Original Copy)		Applicant		
3. Picture of tree/s to be trimmed (1 Original Copy)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter/form., sketch map and pictures	1. Receive and review letter request, sketch map and pictures	None	5 minutes	<i>EMS II</i>
	1.1 Schedule for inspection	None	Time depending on request queues (1-7 working days)	<i>EMS II</i>
2. Conduct actual tree trimming activity	2. Conduct tree trimming	None	Variable based on the extent of the scope of the request	<i>EMS II</i>
	TOTAL:	None	Variable based on the extent of the scope of the request	



5. Tree Cutting Services

The tree cutting is conducted for individuals that secured cutting permit from DENR.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All clients with trees in Private and Public land			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/Application Form (1 Original Copy)		City Environment and Natural Resources Office		
2. Sketch Map (1 Original Copy)		Applicant		
3. Picture of tree/s to be trimmed (1 Original Copy)		Applicant		
4. Certificate of No Objection (1 Original Copy)		Barangay		
5. Copy of Land Title (1 Photocopy)		Registry of Deeds		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirement	1. Receive and review letter request, sketch map and pictures	None	5 minutes	<i>EMS II</i>
	1.1 Schedule for inspection	None	Time depending on request queues (1-7 working days)	<i>EMS II</i>
2. Conduct actual tree trimming activity	2. Conduct tree trimming	None	Variable based on the extent of the scope of the request	<i>EMS II</i>
	TOTAL:	None	Variable based on the extent of the scope of the request	



6. Clean-up of Waterways

The City ENRO Environmental Army conduct regular clean-up on the City waterways as part of environmental protection and disaster mitigation.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All clients requesting for waterways cleanup and drainage declogging within the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/Application Form (1 Original Copy)		City Environment and Natural Resources Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter	1. Receive and review request letter.	None	5 minutes	<i>Utility Foreman</i>
	1.1 Schedule for inspection.	None	Time depending on request queues (1-7 working days)	<i>Utility Foreman</i>
2. Clean-up activity	2. Conduct clean-up activity	None	Variable based on the extent of the scope of the request	<i>Utility Foreman</i>
	TOTAL:	None	Variable based on the extent of the scope of the request	



7. Hauling Services

The CENRO provides hauling services for clients requesting for hauling of debris and other materials needing to be properly disposed.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All clients requesting for waterways cleanup and drainage declogging within the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/Request Form (1 Original Copy)		City Environment and Natural Resources Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter	1. Receive and review request letter.	None	5 minutes	<i>Utility Foreman</i>
	1.1 Schedule for inspection.	None	Time depending on request queues (1-7 working days)	<i>Utility Foreman</i>
2. Hauling activity	2. Conduct hauling activity	None	Variable based on the extent of the scope of the request	<i>Utility Foreman</i>
TOTAL:		None	7 Days and 5 Minutes	