



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. Present Business Permit Application	1. Receive and review business permit application form	Php 150 + Environmental Protection and Conservation Fee (EPC fee)	3 minutes	<i>Administrative Staff Or JIAT Inspector CENRO</i>
2. Wait for the scheduled inspection.	2. Schedule site inspection for environmentally critical project.	None	To be scheduled by BPLO	<i>BPLO</i>
3. Complied required documents	3. Process Environmental Clearance of the client	None	3 minutes	<i>Administrative Staff Or JIAT Inspector CENRO</i>
4. Receive environmental clearance	4. Issue the environmental clearance to the client	None	3 minutes	<i>EMS II Or Admin Staff Or JIAT Inspector CENRO</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. Present Business Permit Application	1. Receive and review business permit application form. 1.1 Start processing the request	Php 150 + Environmental Protection and Conservation Fee (EPC fee) (see table below)	5 minutes	<i>Administrative Staff Or JIAT Inspector CENRO</i>
2. Receive Environmental Clearance	3. Issue the Environmental Clearance to the client	None	3 minutes	<i>EMS II Or Administrative Staff Or JIAT Inspector CENRO</i>
	TOTAL:	EPC – Php 150.00	8 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 s 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	15. Amusement and	



	procedure, foundry shops, laboratories and warehouses	recreation	
4. Hotel, Motels, Apartelles, Inns	10. Retailer of LPG	16. Lessor	
5. Transport terminal, trucking services	11. Golf course	17. Cooperati ve	
6. Car wash, laundry services	12. Educatio nal 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	EMS II CENRO
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	EMS II CENRO
	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>Administrative Staff Or EMS II CENRO</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>Administrative Staff Or EMS II CENRO</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		500.00	1,000.00	1,500.00
Authorizing to smoke (Establishment)		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	Individual:	500.00	800.00	1,500.00
	Establishment:	1,000.00	2000.00	Closure
Open burning	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
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		1,000.00	3,000.00	5,000.00
Unathorized disposal of hazardous chemicals		1,000.00	3,000.00	5,000.00
M.O. 99-10				
Bathing/Washing clothes on sidewalk		500.00	800.00	1,500.00
Dirty frontage	Individual:	500.00	800.00	1,500.00
	Establishment:	1,000.00	2,000.00	Closure
Spitting/Urinating in Public Places		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
	Heavy vehicles	1,000.00 or seminar	3,000.00	5,000.00 and recommendation for suspension of MVR for 1 year



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	EMS II CENRO
	1.1 Schedule for inspection	None	Time depending on request queues (1-7 working days)	EMS II CENRO
2. Conduct actual tree trimming activity	2. Conduct tree trimming	None	Variable based on the extent of the scope of the request	<i>Tree Trimming Team</i> CENRO
	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 addressed to PENRO Laguna/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		
6. Certification from Agriculture Office (for fruit-bearing trees) (1 Original Copy)		City Agriculture Office		
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	EMS II CENRO
	1.1 Schedule for inspection	None	Time depending on request queues (1-7 working days)	EMS II CENRO
2. Client transmits CENRO Endorsement to DENR	2. Endorsement to DENR	None	Time depending on request queues (1-7 working days)	EMS II CENRO
	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> CENRO
	1.1 Schedule for inspection.	None	Time depending on request queues (1-7 working days)	<i>Utility Foreman</i> CENRO
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> CENRO
	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> CENRO
	1.1 Schedule for inspection.	None	Time depending on request queues (1-7 working days)	<i>Utility Foreman</i> CENRO
2. Hauling activity	2. Conduct hauling activity	None	Variable based on the extent of the scope of the request	<i>Utility Foreman</i> CENRO
	TOTAL:	None	7 Days and 5 Minutes	



8. Landscaping/Development/Maintenance of Open Spaces

Landscaping projects are done for beautification and greening of the city. This also helps in mitigating the negative effects of climate change, and offer health and economic benefits for communities.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	Homeowner's Association, Barangays, Community Residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/Request Form (1 Original Copy)		City Environment and Natural Resources Office		
2. Sketch Map (1 Original Copy)		Client-provided		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a Letter of Request to CENRO indicating nature and scope of work request, and attach photos of existing site conditions.	1. Receive and review letter request, sketch map and pictures	None	5 minutes	<i>Administrative Staff Or Clerk CENRO</i>
	1.1 Schedule for inspection.	None	Time depending on request queues (1-7 working days)	<i>Park Maintenance General Foreman CENRO</i>
	1.2 Prepare Inspection Report, with findings, proposed resource schedule, photos and recommendation.	None	1 day	<i>Park Maintenance General Foreman CENRO</i>
	1.3 Review inspection report and approve for implementation.	None	1 day	<i>CGDH / CENRO</i>
2. Coordinate with CENRO and inform availability of the site to start work request.	2. Set a scheduled date and time frame to start the project and its completion date.	None	Variable based on the extent of the scope of the request	<i>Park Maintenance General Foreman CENRO</i>



	2.1 Monitoring, supervision and implementation of the landscaping project until its completion.	None	Variable based on the extent of the scope of the request	<i>Park Maintenance General Foreman</i> CENRO
	2.2 Turn-over and signing of Memorandum (MOA) with the Local Chief Executive and requesting party regulating the use of open space.	None	Variable based on the extent of the scope of the request	<i>Landscaping Team</i> <i>Park Maintenance General Foreman</i> <i>CGDH I</i> CENRO
	TOTAL:	None	7 Days and 5 Minutes	



9. Wildlife Protection

The CENRO provides assistance for clients who will report the existence of wildlife and exotic species found in the City of San Pedro.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. If coordinate with concerned Barangay: Report the existence of wildlife and exotic species via phone call	1. Receive report via phone call and collect necessary information regarding the concern: - Species - Location - Contact Person - Contact Number	None	5 minutes	<i>Administrative Staff Or Clerk CENRO</i>
	1.1 Report to Provincial Environment and Natural Resources Office – Laguna for the collection and transport of concerned species to the DENR Wildlife Center.	None	5 minutes	<i>EMS II CENRO</i>
OR				
1. If not coordinated with concerned Barangay: Report the existence of wildlife and exotic species via phone call	1. Receive report via phone call and collect necessary information from caller: - Species - Location - Contact Person - Contact Number	None	5 minutes	<i>Administrative Staff (Job Order) Or Clerk (Job Order) CENRO</i>
	1.1 Coordinate	None	5 minutes	<i>Administrative</i>



	with Barangay Concerned.			<i>Staff (Job Order)</i> Or <i>Clerk (Job Order)</i> CENRO
	1.2 Report to Provincial Environment and Natural Resources Office – Laguna for the collection and transport of concerned species to the DENR Wildlife Center.	None	5 minutes	<i>EMS II</i> CENRO
	TOTAL:	None	7 Days and 5 Minutes	