

12. Permit to Operate Air Pollution Sources and Corresponding Air Pollution Control Facilities (New)

Issuance of Permit to Operate Air Pollution Source Installation and Corresponding Air Pollution Control Facilities.

Office or Division:	Clearance and Permitting Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business			
Who May Avail:	Establishments equipped with Air Pollution Source/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent addressed to EMB Regional Director		Prepared by the applicant		
2. Duly accomplished application form		EMB Regional Office – to be filled out by the applicant		
3. Notarized Engineering Report prepared, signed and sealed by a Mechanical/Sanitary/Chemical Engineer with photocopy of the Engineer's PRC ID and PTR and duly endorsed by the Managing Head/Owner.		Prepared by applicant		
4. Plant Layout and specifications duly signed and sealed by PME		Prepared by applicant		
5. Emission Test Result (<i>if equipment is covered based on EMB MC 2007-003 and EMB MC 2009-004</i>)		Prepared by applicant		
6. Copy of DTI/SEC Certificate		Prepared by applicant		
7. Vicinity Map/Geo-tagged Pictures of the site and equipment/ Site Development Plan		Prepared by applicant		
8. PCO designation/Copy of PCO Accreditation Certificate		Prepared by applicant		
9. Copy of CNC/ECC		Prepared by applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to EMB Regional Office screening	1. Check the completeness of the submitted requirements.		1 day	Screening Officer



officer.	Otherwise, application will be returned to the applicant. Prepare Bill of Particulars			
2. Request an Order of Payment.	2. Prepare Order of Payment.			Accountant
3. Pay the Filing Fee, Legal Research Fee & Documentary Stamp Tax at the Cashier's Office.	3. Accept Payment and Issues Official Receipt.	Filing Fee = PhP640.00		Cashier
4. Present Official Receipt to the Screening Officer.	4. Photocopy, record and attach the Official Receipt to the Application then forward the Application to the Case Handler.			Screening Officer
	5. Conduct substantive evaluation of the application. Draft Permit and Letter to be forwarded to the Section Chief		8 days	Case Handler
	6. Review the application then forward to the Chief for further review.		3 days	Section Chief
	7. Review the application then recommend to the Regional Director for approval.		3 days	Division Chief
	8. Approve the application		2 days	Regional Director
TOTAL:		PhP640.00	20 days	
	9. Receive the Approved Permit from the Office of the Regional			Records



	Director and notify the applicant through mail, to pick up the Permit and pay the corresponding Permit Fee and other fees applicable.			
5. Applicant claim the Permit to Operate	10. Prepare Bill of Particulars.			Records
6. Request an Order of Payment	11. Prepare Order of Payment			Accountant
7. Pay the Permit Fee and other fees at the Cashier's Office.	12. Accept Payment and Issue Official Receipt.			Cashier
8. Present Official Receipt	13. Record and indicate the OR number in the Permit and release the Approved Permit			Records