

### 13. Permit to Operate Air Pollution Sources and Corresponding Air Pollution Control Facilities (Renewal/Amendment)

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

<b>Office or Division:</b>	Clearance and Permitting Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business			
<b>Who May Avail:</b>	Establishments equipped with Air Pollution Source/s			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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. <i>(If with new or additional air pollution source/s)</i>		Provided by applicant		
4. Copy of DTI/SEC Certificate <i>(if business name has been changed)</i>		Provided by applicant		
5. Emission Test Result <i>(if equipment is covered based on EMB MC 2007-003 and EMB MC 2009-004)</i>		Provided by applicant		
6. PCO designation/Copy of PCO Accreditation Certificate		Provided by applicant		
7. Copy of CNC/ECC		Provided by applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to EMB Regional Office screening officer.	1. Check the completeness of the submitted requirements. Otherwise, application will be returned to the		1 day	Screening Officer



	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 Issue 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 Division Chief for final 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
<b>TOTAL:</b>		<b>PhP640.00</b>	<b>20 days</b>	
	9. Receive the Approved Permit from the Office of the Regional Director and notify the applicant through mail, to			Records



	pick up the Permit and pay the corresponding Permit Fee and other fees applicable.			
5. Applicant claims 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