

7. ENVIRONMENT AND NATURAL RESOURCES OFFICE

EXTERNAL SERVICE

A. ENVIRONMENTAL MANAGEMENT PERMIT

- for non-critical establishment only

Issuance of Environmental Management Permit to assure that no businesses, establishments, companies or corporations will violate the rules and regulations in protecting the environment and natural resources.



Office or Division:	ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Owner of businesses, establishments, companies or corporations etc.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Assessment form with Receipt (Original Copy)		Treasurer's office		
Environmental Compliance Certificate (Original Copy)		DENR-EMB		
Contract with private hauler of waste water and solid waste (Original Copy)		Private service provider		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the assessment form and proof of payment and required documents.	1. Receive and record the assessment form and official receipt.	none	3 minutes	Clerk (MENRO)
	2. Prepare permit	none	3 minutes	Clerk (MENRO)
	3. Review and sign the Environmental Management Permit.	none	3 minutes	MENRO
	4. Release permit	none	2 minutes	Clerk (MENRO)
	TOTAL:	none	11 minutes	