



Securing Compliance Certificate / Clearance for Building Permit (Under City Ordinance No. 2014-076 – Septage Management Ordinance)

ABOUT THE SERVICE

Residential, commercial and industrial, entities who wish to secure building permit are required to secure environmental certificate/ clearance as pre-requisite for building permits, with the following requirements:

Department / Office:		CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses		
Who may avail		Any Resident		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Endorsement from the City Building Officials		• Office of the City Building Official		
• Location Map				
• Lot Plan				
• Floor plan & Perspective				
• Plumbing plan (sewerage)				
• Barangay Certificate/ Clearance		• Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to ENRO			5 minutes	PAME M. LABRADOR Administrative Aide
	2. Site Inspection/ Verification/ Evaluation/ Report Preparation and Processing		1 day	SHERWIN ESTANISLAO Inspector ROBERTO SANCHEZ, JR. Inspector
3. Payment Proceed to the City Treasurer's Office to pay the required amount and ask for an official receipt		Certification fee: (50.00) Research fee (75.00) Documentary Stamp (20.00)	5 minutes	CITY TREASURER'S OFFICE
	4. Recording of Official Receipt of Certification		5 minutes	IVY NACARIO Administrative Aide
	5. Prepare Clearance/ Endorsement		5 minutes	JAYSON T. VARGAS OIC Pollution and Waste Management Division
	6. Approval of Clearance and /		5 minutes	ENGR. ALEXANDER N.



	or endorsement to DENR for ECC			CANING CGDH I - ENRO
TOTAL		P 145.00	1 day and 25 mins.	

CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Room 115, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

Engr. Alexander N. Caning, CGDH I / City ENRO

Tel No. (054) 205-2980 loc 1140

E-mail: enro@naga.gov.ph