



**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:

<b>Department / Office:</b>		<b>CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens G2B - Government to Businesses		
<b>Who may avail</b>		Any Resident		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• 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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the documents to ENRO			5 minutes	CARLOS SHERWIN SP. ESTANISLAO III Metro Aide I
	2. Site Inspection/ Verification/ Evaluation/ Report Preparation and Processing		1 day	VICTOR M. FAUSTO Metro Aide I / PWMD Inspector  ROBERTO I. SANCHEZ, JR. Administrative Aide I / Inspector (Casual)
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	Local Revenue Collection Officer CITY TREASURER'S OFFICE
	4. Recording of Official Receipt of Certification		5 minutes	IVY V. NACARIO Administrative Aide I (Casual)
	5. Prepare Clearance/ Endorsement		5 minutes	JAYSON T. VARGAS Administrative Office II /



				OIC Pollution and Waste Management Division
	6. Approval of Clearance and / or endorsement to DENR for ECC		5 minutes	ENGR. ALEXANDER N. CANING CGDH I / City ENRO
<b>TOTAL</b>		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:

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