



Securing a Quarry Permit

ABOUT THE SERVICE

A Quarry Permit is given to persons (individuals or group) to optimize or improve the productivity of the land and subject to evaluation

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		
• Transfer Certificate of Title (photocopy)				
• Tax Declaration (photocopy)		• City Assessor's Office		
• Certificate of Tax Payments (updated)		• City Treasurer's Office		
• Lot Plan				
• Development Plan (Land use after quarrying)				
• Affidavit of Conformity of neighbouring lots				
• Barangay Clearance		• Barangay Hall		
• SPA for Authority from the owner				
• ECC				
Additional requirements for Agrarian Beneficiaries:				
• BARC chairman certificate		• Barangay Hall		
• MARO certificate		• Municipal Agrarian Reform Office		
• DARO Approval		• Dept. of Agrarian Reform Office		
• Barangay Certificate		• Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up application form.		P	3 minutes	CARLOS SHERWIN SP. ESTANISLAO III Metro Aide I
2. Submit application together with requirements.			3 minutes	JAYSON T. VARGAS Administrative Officer II/ OIC Pollution and Waste Management Division
	3. Inspection/ Evaluation/ Recommendation		1 day	PAUL JUMAR C. BORRE Geologist (Contractual) ROBERTO I. SANCHEZ, JR. PWD Inspector (Casual)
	4. Processing of Permit.		5 minutes	JAYSON T. VARGAS Administrative Officer II / OIC Pollution and



				Waste Management Division ENGR. ALEXANDER N. CANING CGDH I City ENRO
	5. Approve for Quarrying.		2 minutes	NELSON S. LEGACION City Mayor
TOTAL		P	1 day and 13 minutes	

CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

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

For more information, please contact:

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