

3. Issuance of Environmental Certificate

All Project Proponents are generally required to secure environmental clearance or an Environmental Compliance Certificate (ECC).

If the proposed project is considered outside the purview of the Philippine Environmental Impact Statement (EIS) System, a Certificate of Non-Coverage or Certificate of Exemption is issued to the proponent.

Projects that are classified as environmentally critical or are located in environmentally critical areas are required to secure an Environmental Clearance Certificate from the Department of Environment and Natural Resources (DENR). This certificate is a requirement of the MENRO for the issuance of Environmental Certificates for the application of Business Permit and Licenses.

Office or Division:	Municipal Environment & Natural Resources Office
Classification:	Complex
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	All and Of legal age
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For New Applicant:	
Certified Photocopy of the following	
Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC). (1 copy)	DENR-R4A, Roxas Blvd. Malate, Manila
Transfer Certificate of Title (TCT) (1 copy)	Lot Owner
Tax Clearance (1 copy)	Municipal Treasurer's Ofc.
Recent Real Property Tax receipt (1 copy)	Municipal Treasurer's Ofc.
Contract of Lease (if the applicant is not the Lot owner) (1 copy)	Document Owner
Lumber dealer Permit (if the applicant is engage in lumber dealing) (1 copy)	DENR-R4A, Roxas Blvd. Malate, Manila
Certificate of No Objection (1 copy)	Barangay Level
Zoning Certificate (1 copy)	Municipal Planning & Development Ofc.
For Renewal:	
Certified Photocopy of the following	
Recent Real Property Tax receipt (1 copy)	Municipal Treasurer's Ofc.
Certificate of No Objection (1 copy)	Barangay Level
Zoning Certificate (1 copy)	Municipal Planning & Development Ofc.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the application and get a list of requirements.	1. Issue list of requirements.	None	3 Minutes	<i>OfficeStaff</i> MENRO
2. Comply and submit all requirements for review, assessment and validation.	2. Check and verify the submitted documents.	None	3 Minutes	<i>OfficeStaff</i> MENRO
3. Get advice and schedule for site inspection	3. Conduct inspection of the area. If no problem is encountered during site inspection, an Order of payment is given. If there are deficiencies, please comply with the requirements	None	4 hours	<i>OfficeStaff</i> MENRO
4. Proceed to the Municipal Treasurer's Ofc. To pay the required fee and secure Official Receipt..	4. Receive payment and Issued Official Receipt	PHP 80	3 minutes	<i>Collection Staff</i> Window 1, 2, 3, 4, or 5 Municipal Treasury Office
5. Go back to MENRO office, present Official Receipt	5. Check Official Receipt and prepare certificate	None	3 minutes	<i>OfficeStaff</i> MENRO
6. Claim certificate and sign on the logbook to acknowledge receipt..	6. Issue Environmental Certificate	None	2 minutes	<i>OfficeStaff</i> MENRO
TOTAL:		PHP80	4 Hours and 14 Minutes	