

19-013: Permit to Operate Air Pollution Sources and Corresponding Air Pollution Control Facilities (Renewal)

Pursuant to DENR Administrative Order No. 2000-81, otherwise known as the Implementing Rules and Regulations of the Philippine Clean Air Act of 1999, all sources of air pollution subject to the guidelines shall have a Permit to Operate issued by the Director. The permits shall cover emission limitations for the regulated air pollutants to help attain and maintain the ambient air quality standards.

Office or Division:	Clearance and Permitting Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen			
Who May Avail:	Business Operators that which Operates Air Pollution Source Equipment/Air Pollution Control Facility			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter		EMB Regional Office		
Application Form duly accomplished/notarized		EMB Regional Office		
Photocopy of ECC / CNC		To be attached by applicant		
Self-Monitoring Report		To be attached by applicant		
Photocopy of Latest Permit to Operate (POA)		To be attached by applicant		
Emission Test Result –rated capacities 300 KW and above; 50 HP and above; & 10 tonnes and above per year emission of an air pollutant regulated under CAA		To be attached by applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire for the POA or Permit to Operate Application (New/Renewal)	Provide the application form and checklist of requirements	Filing Fee - 600.00 Documentary Stamp Tax – 30.00 Permit Fee – (DAO 2016-28 : Providing for New Fees and Charges for Various	1 Day	CPD Staff



	<p>Services of the Environmental Management Bureau)</p> <p>PERMIT FEE</p> <p>XVI. STEAM BOILERS AND OIL HEATERS</p> <table border="1"> <thead> <tr> <th>Rated Horsepower</th> <th>Permit Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 100</td> <td>280.00</td> </tr> <tr> <td>200</td> <td>380.00</td> </tr> <tr> <td>300</td> <td>560.00</td> </tr> <tr> <td>400</td> <td>750.00</td> </tr> <tr> <td>500</td> <td>940.00</td> </tr> <tr> <td>Over 500</td> <td>1,130.00</td> </tr> </tbody> </table> <p>XVII. OTHER FUEL BURNING INSTALLATION</p> <table border="1"> <thead> <tr> <th>Rated Surface Area, Sq. M.</th> <th>Permit Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 0.9</td> <td>280.00</td> </tr> <tr> <td>1.8</td> <td>380.00</td> </tr> <tr> <td>2.7</td> <td>560.00</td> </tr> <tr> <td>3.5</td> <td>750.00</td> </tr> <tr> <td>4.6</td> <td>940.00</td> </tr> <tr> <td>Over 4.6</td> <td>1,130.00</td> </tr> </tbody> </table> <p>XVIII. ELECTRIC FURNACES AND OVENS</p> <table border="1"> <thead> <tr> <th>Per Kilowatt</th> <th>Permit Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 75</td> <td>280.00</td> </tr> <tr> <td>125</td> <td>380.00</td> </tr> <tr> <td>175</td> <td>560.00</td> </tr> </tbody> </table>	Rated Horsepower	Permit Fee	Up to 100	280.00	200	380.00	300	560.00	400	750.00	500	940.00	Over 500	1,130.00	Rated Surface Area, Sq. M.	Permit Fee	Up to 0.9	280.00	1.8	380.00	2.7	560.00	3.5	750.00	4.6	940.00	Over 4.6	1,130.00	Per Kilowatt	Permit Fee	Up to 75	280.00	125	380.00	175	560.00		
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Submission of Permit to Operate – Air and supporting documents	<p>Check for the completeness of the requirements</p> <ul style="list-style-type: none"> - <i>If incomplete, return the application to the client .</i> - <i>If complete, prepare the payment of permit fee/ Revenue Monitoring Form (DPPOS), Order of Payment (Accounting Section) and let the client pay the corresponding fee (Cashier).</i> 		1 Day	CPD Staff																
Pay for the appropriate	Copy the OR # to the attached checklist of requirements.		1 Day	CPD Staff SEMS																



amount to the cashier.	Let the client forward the application to the Records Section)			
The client will submit the application and required documents to the Records Section.	Receive and forward the application and supporting documents to the Office of the Chief, Clearance and Permitting Division (CPD)		1 Day	Records Officer
	CPD Clerk records and forwards the application for Permit to Operate to the Chief, Discharge Permit and Permit to Operate Section (DPPOS).			Clerk
	Chief, DPPOS forwards to CPD Clerk and case handler for data-basing/ recording and processing of documents.			C, DPPOS
	<p>Receive, record and evaluate the POA application.</p> <p>Check the submitted/ attached SMR's (Renewal Applications); and</p> <p>Conduct facility inspection and validation of APSE/APCF if necessary and prepares the report.</p> <p>- If found with derogatory findings, the case handler prepares a Letter Directive</p>		3 Days	CPD Staff



	<i>If in accordance with the submitted documents, the case handler prepares the Permit to Operate)</i>			
The client receives and comply the requirements stipulated in the issued Letter Directive.	The case handler verifies the correctness/ completeness of the compliance and prepares Permit to Operate and forward to the Chief, Discharge Permit and Permit to Operate Section (DPPOS).		1 hour	CPD Staff
	CPD Clerk records and forwards to the Chief, DPPOS for review and evaluation.		1 Day	Clerk
	Conducts substantive review/evaluation of the documents and affix initials to the Permit Permit – Air (POA).		3 Days	C, DPPOS
	CPD Clerk records and forwards the POA to the Chief, Clearance and Permitting Division for signature and recommends approval.		1 Day	Clerk
	Signs and Recommends approval of the Permit to Operate – Air (POA).			C, CPD
	CPD Clerk records and forwards the Permit to Operate to the Office of the		5 Days	Clerk



	Regional Director for approval.			
	Review and forward to the Regional Director for approval/ denial/ revision.			ORD HEA
	Approves the Permit to Operate and forward to CPD staff for release.			OIC, RD
	ORD staff records and forward the approved WDP to CPD Clerk.			ORD Staff
	CPD Clerk forwards to the case handler for recording/ data base.		1 Day	CPD Staff
	Records and releases through mail the approved permit to the client.			Records Officer
Receives the approved Permit to Operate.			1 Day	
TOTAL:		Filing Fee - 600.00 Documentary Stamp Tax – 30.00 Permit Fee – (DAO 2016-28 : Providing for New Fees and Charges for Various Services of the Environmental Management Bureau)	20 Working Days	