



## **MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**



# 1. APPLICATION FOR LOCAL ENVIRONMENTAL COMPLIANCE CERTIFICATE FOR BUSINESS PERMIT

Application and Issuance of Local Environmental Clearance to Individuals/Business planning to do business or for development or construction projects in Alaminos Laguna.

Office or Division:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government & G2C – Government to Citizen			
Who may avail:	All residents of Alaminos Laguna, All business owners/operators, individuals planning to do business.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Environmental Compliance (ECC)/Certificate of Non- Coverage (CNC) from Department of Environment and Natural Resources (DENR) - Environmental Management Bureau (EMB).		MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE		
2. Copy of Laguna Lake Development Authority (LLDA) Clearance.				
3. Copy of Bureau of Animal Industry (BAI) permit (Poultry and Piggery).				
4. Copy of Permit to Cut from Community Environment and Natural Resources Office (CENRO).				
5. Accomplished Application Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished application form and other required documents for verification to the MENRO	1.1. Received the accomplished LECC Application Form, and evaluate the clients application		2 minutes	MENRO
	1.2. Assessment of the application and inspection of establishment or business.		20 minutes	Christian V. Sabinosa



2. Proceed to the Municipal Treasurer's Office for the Payment of the corresponding fees and/or penalties in accordance to Alaminos Municipal Environmental Code (Mun. Ordinance No. 01, S, 2011)	2.Receipt of Payment and Issuance of Official Receipt			<i>BPLO</i> <i>Office of the Municipal Treasurer</i>  <i>Rowena A. Landicho</i>
3. Receipt of Local Environmental Clearance Certificate	Approval of the application of LECC	No Fees	5 minutes	<i>MENRO</i>  <i>Christian V. Sabinosa</i>
<b>TOTAL :</b>		<b>₱ 200.00</b>	<b>30 minutes</b>	