

PERMITS AND COMPLIANCE

EXTERNAL SERVICES

3.1 Processing and Issuance of Environmental Clearance

Environmental Clearance is issued by the Quezon City Government thru the Department of Sanitation and Cleanup Works of Quezon City (DSQC) through the Permits and Compliance Division to establishments that are compliant with the QC Environment Code and other national government sanitation and environmental standards. An Environmental Clearance is valid one (1) year from the date of its issuance and must be renewed annually.

Office or Division:	Permits and Compliance Division			
Classification:	Complex			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All business establishments in Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Initial Requirements: 1. Unified Business Permit Application Form Supporting Documents: (If Applicable) 1. Environmental Compliance Certificate (ECC) 2. Certificate of Non-Coverage (CNC) 3. Pollution Control Officer (PCO) Accreditation 4. Hazardous Waste Generator's ID 5. Permit to Operate Emission Source Installation (PO-ESI) 6. LLDA Clearance 7. Discharge Permit 8. Service Agreement with an Accredited Service Provider (hauling and disposal of solid waste and/or hazardous waste)		Initial Requirements: 1. Business Permit and Licensing Department (BPLD) thru BOSS (https://qceservices.quezoncity.gov.ph/) Supporting Documents: (If Applicable) 1-5: Department of Environment and Natural Resources (DENR) 6-7: Laguna Lake Development Authority (LLDA) 8: Private firm accredited by DENR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File an application thru QCG	1. BPLD shall forward all applications thru	Environmental Clearance Inspection Fee and EPO Fee	Within 1 hour	DSQC Permits and Compliance

<p>Business-One-Stop-Shop (BOSS) website (https://qceservices.quezoncity.gov.ph)</p>	<p>Business-One-Stop-Shop (BOSS) Website (https://qceservices.quezoncity.gov.ph) for initial evaluation.</p> <p>2. Applications with deficient requirement/s will be immediately notified thru e-mail.</p>	<p>is already integrated in the tax billing assessment:</p> <p>(1) Inspection Fee:</p> <ul style="list-style-type: none"> • All big-scale Manufacturing Industries – P1,800.00 • Funeral Parlor with crematorium/embalming services and other similar activities – P1,500.00 • Sewage/ Hazardous waste collector/transporter and treater – P1,500.00 • Fuel Depot and Fuel Storage Facilities – P1,000.00 • Sanitary waste landfills & Toxic waste Treatment Disposal Sites – P1,000.00 • Hotels/Motels/Apartelle/Inns – P1,000.00 • Welding Shops/Auto Repair and Painting Shops/Printing Shops/Machine Shops – P1,000.00 • Furniture Shops/Refrigerator Repair Shops – P1,000.00 • Garbage Contractors/Garbage Truck Terminals/Transfer Stations – P800.00 • Private Hospitals and Laboratories P800.00 • Shopping Centers/Malls/Markets/Talipapa – P800.00 • Housing Dev. Projects (Residential 		<p>Division (Permits and Evaluation Section)</p>
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		Subd., Parks, Memorial Parks)/ Condominiums – P800.00 <ul style="list-style-type: none"> • High-Rise Buildings – P800.00 • Private Schools – P800.00 • Fast food Chains/Restaurants – P800.00 • Amusement/Recreati onal Places, Sports Centers, KTV, Videoke, Golf Courses and similar establishments – P600.00 • Small Scale Manufacturing Industry – P500.00 • Transport Terminals/Garage/Tr ucking Services – P500.00 • Filling Stations and LPG Filling Stations – P500.00 • Substations/Cell Sites – P500.00 • Foundry Shops/Molding or Heating process/Melting of Metals – P500.00 • Animal Farms/Piggery exceeding 25 heads – P500.00 • Carwash/Laundry Services/Funeral Parlors – P500.00 • Junkshops – P500.00 • LPG Retailers (10 tanks and above) – P300.00 • Medical Clinics/ with Lying-in Clinics – P300.00 		
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3. Receive the results of the evaluation of the application via email	3.1 DSQC will process and prepare the Environmental Clearance including its signatory	None	within 1 business day	DSQC Permits and Compliance Division (Permits and Evaluation Section)
	<p>3.2. The approved and signed Environmental Clearance (e-copy) will be sent to the e-mail address provided by the taxpayer/applicant</p> <ul style="list-style-type: none"> Hard copy of Environmental Clearance for Low Risk Category is officially forwarded to the BPLD for the inclusion to the Automated Document Delivery 		within 1 business day	DSQC Permits and Compliance Division (Permits and Evaluation Section)

	<p>System (ADDS)</p> <ul style="list-style-type: none"> Establishments under the High Risk Category are subject to mandatory inspection to further validate their compliance. The result shall be the basis for the on-site issuance/non-issuance of Environmental Clearance. 			
	TOTAL	As mentioned above	3 days	As mentioned above