



**APPLICATION FOR "PERMIT TO OPERATE" AIR POLLUTION SOURCE INSTALLATIONS (APSI)**

**Type:**       New     Renewal     Extension  
 Change of Ownership                           Change of Name                                   Modification

**1. General Information:**

Name of Enterprise: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_ Nature of Business: \_\_\_\_\_

Nature of Ownership:       Single Proprietorship       Partnership       Corporation

Authorized Capital: \_\_\_\_\_ Paid Up Capital: \_\_\_\_\_ Date of Start of Operation \_\_\_\_\_

Name of CEO: \_\_\_\_\_ Tel. No. \_\_\_\_\_ Fax No.: \_\_\_\_\_

Total Employees: \_\_\_\_\_ Office: \_\_\_\_\_ Production \_\_\_\_\_

Office Operation: \_\_\_\_\_ hrs/day \_\_\_\_\_ days/wk      Production Operation: \_\_\_\_\_ hrs/day \_\_\_\_\_ days/wk

Land Area Occupied: \_\_\_\_\_ m<sup>2</sup>      Open Area: \_\_\_\_\_ m<sup>2</sup>       Owned       Leased       Shared

Classification:  Industrial  Commercial  Residential  Agricultural  \_\_\_\_\_

**2. Raw Materials & Product Information**       **Not Applicable**

Raw Materials	Quantity	Products	Quantity

**3. List of APSI**

APSI	Control Facility

I hereby certify that the above information are true and correct to the best of my knowledge. Done this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
 Name and Signature of the Pollution Control Officer                          Chief Executive Officer

SUBSCRIBED AND SWORN to before me a Notary Public, this \_\_\_\_ day of \_\_\_\_\_, affiant exhibiting to me his/her Community Tax Receipt No. \_\_\_\_\_, issued at \_\_\_\_\_, on \_\_\_\_\_.

Fees	Amount	Date Paid	Official Receipt No.
Filing			
PD 1856			
Permit			

Assessed by: \_\_\_\_\_

**Application No.** \_\_\_\_\_

JSO/Cye'08

## INSTRUCTIONS

1. Fully accomplish this form and complete all the supporting documents indicated hereunder. Submit all documents in triplicate copies to our Air Quality Management Section of the Pollution Control Division for screening, assessment of fees, and issuance of "Order of Payment".
2. Pay to the Cashier Section the corresponding amount indicated in the "Order of Payment" and present the Official Receipt to Air Quality Management Section for recording and notation of your application.
3. Submit your application to the Records Unit and ask for your receiving copy.

Your application shall be acted upon with twenty five (25) working days and you shall be informed of our action accordingly.

Types of Application	Documents Required
▪ New	Item Nos. ❶, ❷, ❸, ❹, & ❺
▪ Additional/Modification	Item Nos. ❶, ❷, ❸, ❹, & ❺
▪ Change of Name/Ownership	Item Nos. ❹, ❻, ❼, & ❺
▪ Renewal	Item Nos. ❻, & ❼

### Supporting Documents

❶ Engineer's Report with at least containing the following:

- Description of processes including the amount of raw materials & finished products, all the emissions into the atmosphere and or the material balance;
- List of APSI and corresponding air pollution control facility (APCF) with complete specifications;
- Discussion of APSI & APCF showing the process/mode of operation, design criteria & efficiencies of the APCF, the quantities & types of pollutants in the final emissions.
- Pollution loading of the regulated air pollutants in tons/year.

❷ Drawing requirements in 50cm x 90 cm paper signed by the President/General Manager and duly signed and sealed by PME/Ch E or any appropriate engineer.

- Vicinity Map;
- Plant & Machinery Layout showing the connection of the APSI to APCF;
- Plan & elevation drawings of each APSI & APCF.

❸ Copy of the Certificate of Accreditation of the Pollution Control Office, or appointment/designation as such by the Managing Head.

❹ Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) copy.

❺ Source Emission Test Requirement (if required).

❻ Copy of Recent "Permit to Operate" issued by the Office.

❼ Copy of SEC Registration Certificate & Articles of Incorporation

❽ Copy of DTI Registration Certificate

❾ Proof of compliance to permit conditions (if required).