

8. Issuance of ENR Clearance (Post-Requirement for Business Permit)

The Air and Wastewater Management Division of City Environment and Natural Resources Office facilitates business permittees for issuance of ENR Clearance as post requirement for business permit.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2G, G2C			
Who may avail:	All Business Permittees of General Santos City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Current Business Permit		City Mayor's Office-Business Permit and Licensing Division (CMO-BPLD)		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Current Business Permit	1. Receipt and Verification of Submitted Documents	NONE	5 minutes	Public Services Inspector I/ Administrative Aide
	2. Encode and print of ENR clearance from the Environmental Management System	NONE	10 minutes	Public Services Inspector I/ Administrative Aide
	3. Route the ENR Clearance to DH for signature and approval	NONE	10 minutes	Administrative Aide
	4. Orient client on the provision stipulated in the ENR Clearance	NONE	1 hour	Information Education Communication (IEC) Team
	5. Release ENR Clearance to the client	NONE	5 minutes	Administrative Aide
Total Processing Time		NONE	1 hour and 30 minutes	
END OF TRANSACTION				