

14. ISSUANCE OF AQUACULTURE PERMIT

Processing and Issuance of Fishing Permit				
Office or Division	City Mayor's Office - Business Permit and Licenses Division			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	Banca Owners and Operators			
Checklist of Requirements			Where to Secure	
1. Original copy of the environmental compliance certificate (ECC), if applicable.				
2. Original copy of the PAMB clearance, if applicable.				
3. Original copy of the Special use Agreement on the Protected Area (SAPA), if applicable.				
4. Barangay Clearance (1 Original & 1 Photocopy)			Applicant/Owner	
5. Inspection Report – Original			City Agriculturist's Office City Hall Compound	
6. Proof of payment of prescribed fees 1 Original & 1 photocopy			Receipt/s issued by the City Treasurer's Office (CTO), City Hall Compound	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits properly filled-up Application Form and complete requirements and forward to encoder/printer	1.1.Receives, sort and check documents for completeness	None	5 minutes	<ul style="list-style-type: none"> Pabalay, Rose Ann Marzhel Amor S. Toribio, Mary Joy P.

	1.2. Encodes, prints Registration of Fishing Banca	None	10 minutes	<ul style="list-style-type: none"> Celiz, Lovella Gracia S. Cavan, Freedom M.
	1.3. Checks printed Registration of Fishing Banca and forward documents for approval of the Division Chief	None	5 minutes	<ul style="list-style-type: none"> Celiz, Lovella Gracia S. Cavan, Freedom M.
	1.4. Reviews and approves Registration of Fishing Banca	None	5 minutes	<ul style="list-style-type: none"> Atty. Rowi Arbilon Malayag Nathaniel M. Bustos
2. Receives documents	2. Detach file copy, and releases approved Registration	None	10 minutes	<ul style="list-style-type: none"> Pabalay, Rose Ann Marzhel Amor S. Toribio, Mary Joy P.
<i>Total Number of Minutes</i>			35 minutes	
END OF TRANSACTION				
- Service is covered under Republic Act 7160 & Republic Act 8550				
- Executive Order No. 305, Series 149 (3) of Republic Act No. 7160 otherwise known as the Local Government Code of 1991, and Sections 16, 17 & 18 of Republic Act 8550 otherwise known as the Philippine Fisheries Code of 1998.				

REGISTRATION & LICENSING OF FISHING BANCA				
Three (3) Gross Tonnage & below				
SCHEDULE OF FEES & REQUIREMENTS				
TYPE OF APPLICATION	CATEGORY			MODE OF PAYMENT
	10 HP & BELOW	11 HP - 16 HP	17 HP & ABOVE	
1. Registration Fee	100	200	300	Once
2. Permit to Operate	100	200	300	Yearly
3. Operator's Permit	250	250	250	Every 3 Years on Birth Month
5. Inspection Fee	100	100	100	Yearly
6. Environmental Sanitation Fee	150	150	150	Yearly
TOTAL (PhP)	700	900	1100	
Renewal of Permits:	Every February of each year			
Surcharges and Interest on late/unrenewed permits:				
	Surcharge - 25% of the fees			
	Interest - 25% per month of the unpaid fees or charges including surcharges			
Fines/Penalties for non-registration:				
	1st offense - P500.00			
	2nd offense - P1,000.00			
	3rd offense - P3,000.00			
	4th offense - Confiscation of the fishing banca or imprisonment for 1 month to 6 months or both			
	such imprisonment and fine at the discretion of the court.			