17. Application for Private Port Permit: Issuance of Permit to Construct (PTC)

The PTC is being issued pursuant to PPA AO 06-95, and PPA AO 03-2013 otherwise known as the Liberalized Regulations on Private Ports Construction, Development and Operation and the Simplification on Procedures in the Issuance of Private Port Permits, respectively.

Office/Division:	PMO (Business Development and Marketing Specialist/Officer and Engineering Services Division)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business G2G - Government to Government
Who may avail:	Private Port Owner-Operator/Local Government Units

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished Unified Application Form (1-original copy)	PMO (Business Development and Marketing Specialist/Officer) / PPA Website
2. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1 – original copy)	PMO (Business Development and Marketing Specialist/Officer) / PPA Website
3. Approved Clearance to Develop (1 – photocopy)	Applicant
Other Additional Requirements (supporting documents)	Applicant
a. Detailed Cost Estimates (1 – original copy) b. Building Plans and other technical specifications; design computations; working drawings/building plans (signed by a Licensed Civil Engineer) c. Copy of Clearance to Develop; (1-photocopy) d. Copy of duly notarized Approved Foreshore Lease Contract/Order Award, or Official Receipt representing payment of Annual Occupancy Fee. (1-photocopy)	

Duly **Client Steps**	**Agency Action**	**Fees to be paid**	**Processing Time (working days)**	**Person Responsible**
1. Applicant submits duly accomplished Application for PTC to PPA-PMO together with all documentary requirements (3 copies per PPA AO 06-1995)	1.1 Accepts and routes the Application for PTC to the Office of the Port Manager (OPM). 1.2 Refers/forwards the Application for PTC to ESD.	None None		PMO Records Officer PM/ Executive Assistant (EA)

	1.3 Evaluates/ conducts site inspection and processes application and submits findings/ recommendations for approval of the ESD Manager. 1.4 Approves/signs the Permit to Construct. If disapproved advises the applicant of denial, procedure ends here 1.5 Issues the Order of Payment and advises the applicant to pay the PTC Fee	None None None	20 days	ESD Authorized Personnel ESD Manager ESD Authorized Personnel
2. Applicant pays the corresponding PTC fee	2. Accepts payment and issues PPA Official Receipt.	For Private Non-Commercial Port: Project cost is less than P10M (P20,000 + P1,000 filing fee +12%VAT) Project Cost is greater than P10M (P30,000 + 1/10 of 1% of excess of P10M but not to exceed P100,000) + P1,000 filing fee+ VAT)		Cashier

		For Private Commercial Port: Project Cost Is less than P10M (P60,000 + P1,000 filing fee +12% VAT) Project Cost is greater than P10M (P80,000 + 1/10 of 1% of the excess of P10M but not to exceed P100,000 + 12% VAT)		
3. Applicant presents proof of payment to ESD.	3. Issues the Permit to Construct upon receipt of official receipt	None		ESD Authorized Personnel/PM
TOTAL:			**Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)**	

Note: Penalty for Failure to Commence Construction

Failure to commence construction within six (6) months from the issuance of the Permit to Construct shall be imposed the corresponding penalty charge **(Php 50,000.00).** (A grace period of another six (6) months shall be given to private ports owner/s to comply after paying the penalty after which the permit to construct shall be rendered null and void. The applicant shall be required to re-apply and pay the Permit to Construct Fee) per PPA AO 02-2009.