



**PHILIPPINE PORTS AUTHORITY**

**CITIZEN'S CHARTER**  
**2022 (4<sup>th</sup> Edition)**

**PORT MANAGEMENT OFFICE**  
(External Services)

## 29. Application for Private Port Permit: Issuance of Permit to Construct (PTC) (For Energy Related Projects)

The PTC is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-202, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	Port Management Office (PMO)/Engineering Services Division (ESD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Private Port Owner			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Formal Written Request		To be provided by applicant/private port owner		
2. Duly accomplished Application Form		PPA Website (downloadable forms)		
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit)		PPA Website (downloadable forms)		
4. Approved Clearance to Develop		Applicant		
Other Additional Requirements (supporting documents) a. Detailed Cost Estimates; b. Building Plans and other technical specifications; c. Design computations; d. Working drawings signed by a Licensed Civil Engineer; e. Copy of Clearance to Develop; f. Certified true copy of Approved Foreshore Lease Contract/Order Award, or Certified true copy of Official Receipt representing payment of Annual Occupancy Fee; g. Original Secretary's Certificate Designating Company's Authorized Representative		Applicant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>

1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents and evaluates application for PTC	Filing Fee: Php1,000.00 + 12% VAT	Eight (8) calendar days	PMO-ESD Authorized Representative
	1.2 Approves/ Disapproves application	None	One (1) calendar day	PM
	1.3 If approved: Notifies the proponent to pay the corresponding fee and releases PTC upon receipt of Official Receipt	If approved: For Private Non-Commercial Port:  Project cost is less than P10M (P20,000 + P1,000 filing fee +12%VAT)	One (1) calendar day	PMO/ESD Authorized Representative/ Cashier
	If denied: Advises the proponent on such denial	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)  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)		

<b>TOTAL:</b>	<b>P1,000.00 +12% VAT and corresponding PTC fee</b>	<b>Ten (10) calendar days</b>	
<p><b><u>Note: Penalty for Failure to Commence Construction</u></b>  <i>Failure to commence construction within six (6) months from the issuance of the Permit to Construct shall be imposed the corresponding penalty charge <b><u>(Php 50,000.00)</u></b>. (A grace period of another six (6) months shall be given to private port 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.</i></p>			