



PHILIPPINE PORTS AUTHORITY

**CITIZEN'S CHARTER
2023 (5th Edition)**



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

The PTC is being issued pursuant to PPA AO 06-95

Office/Division:	PMO (Business Development and Marketing Specialist/Officer and Engineering Services Division)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Government Entity/LGU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Unified Application Form		PMO (Business Development and Marketing Specialist/Officer) / PPA Website		
2. Duly Notarized Omnibus Undertaking (Sworn Affidavit)		PMO (Business Development and Marketing Specialist/Officer) / PPA Website		
3. Approved Clearance to Develop		PPA-HO Commercial Services Department		
Other Additional Requirements (supporting documents)		Applicant		
a. Detailed Cost Estimates 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; d. Copy of duly notarized Approved Foreshore Lease Contract/Order Award, or Official Receipt representing payment of Annual Occupancy Fee.				
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)	None	10 mins	PMO Records Officer
	1.2 Refers/forwards the Application for PTC to ESD	None	2 days	PM/Executive Assistant (EA)

	<p>1.3 Evaluates/ conducts site inspection and processes application and submits findings/ recommendations for approval of the ESD Manager</p> <p>1.4 Approves/signs the Permit to Construct</p> <p>If disapproved advises the applicant of denial, procedure ends here</p> <p>1.5 Issues the Order of Payment and advises the applicant to pay the PTC Fee</p>	<p>None</p> <p>None</p> <p>None</p>	<p>10 days</p> <p>2 days</p> <p>20 mins.</p>	<p>ESD Authorized Personnel</p> <p>ESD Manager</p> <p>ESD Authorized Personnel</p>
2. Applicant pays PTC Fee	2. Accepts payment and issues PPA Official Receipt.	<p>For Private Non-Commercial Port:</p> <p>Project cost is less than P10M (P20,000 + P1,000 filing fee +12%VAT)</p> <p>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)</p>	20 mins.	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	10 mins.	ESD Authorized Personnel/PM
TOTAL:		Please see schedule of fees below	15 working days	

Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:
-for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations

Note: Processing time being used is based on the existing policy on private ports (PPA AO 06-95). Hence, the processing time as prescribed ARTA will be implemented once the revised policy on private ports has been approved.

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 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.

Permit to Construct schedule of fees

Type of Port	Particulars	Amount
For Private Non- Commercial Port	Project cost is less than P10 million	P20,000 + P1,000 filing fee + 12%VAT
	Project Cost is greater than P10 million	(P30,000+1/10 of 1% of excess of 10M but not to exceed P100,000) + P1,000 filing fee + VAT
For Private commercial Port	Project Cost Is less than P10 million	P60,000 + P1,000 filing fee + 12% VAT



	Project Cost is greater than P10 million	$(P80,000 + 1/10 \text{ of } 1\% \text{ of the excess of } P10M \text{ but not to exceed } P100,000) + 12\% \text{ VAT}$
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