



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2023 (5th Edition)

40. 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 21-2020, 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).

Office/Division:	Port Management Office (PMO)/Engineering Services Division (ESD)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business G2G - Government to Government			
Who may avail:	Private Port Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible

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 Personnel
	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 denied: Advises the proponent on such denial	If approved: For Private Non-Commercial Port: <u>Project cost is less than P10M</u> (P20,000 + P1,000 filing fee + 12%VAT) <u>Project Cost is greater than P10M</u> (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: <u>Project Cost Is less than P10M</u> (P60,000 + P1,000 filing fee +12% VAT) <u>Project Cost is greater than P10M</u> (P80,000 + 1/10 of 1% of the excess of P10M but not to exceed P100,000 + 12% VAT)	One (1) calendar day	PMO/ESD Authorized Personnel/Cashier
	TOTAL:	P1,000.00 +12% VAT and corresponding PTC fee	Ten (10) calendar 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: <u>Penalty for Failure to Commence Construction</u> <i>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.</i>				