



4. Issuance of Temporary Use Permit for Scrapyards and Junkshops

A Temporary Use Permit allows the short term activities to engage in scrap yards and junkshops. The Decision on Zoning issued shall not be construed as a certification of HSRC as to ownership by the applicant of the parcel of land subject of this decision. This decision shall be automatically revoked if the project is not commenced within one (1) year from date of issue.

Office or Division:	Office of the Municipal Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All and Of legal age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For New Applicant:				
Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC). (1 photocopy)		DENR-R4A, Roxas Blvd. Malate, Manila		
Transfer Certificate of Title (TCT) (1 photocopy)		Lot Owner, Register of Deeds		
Tax Declaration (1 photocopy)		Assessor's Office		
Recent Real Property Tax Receipt or Tax Clearance (1 photocopy)		Land Tax Division-Treasurer's Office		
Contract of Lease (if the applicant is not the Lot owner) (1 Photocopy)		Document Owner		
Lumber Dealer Permit (if the applicant is engage in lumber dealing)(1 Photocopy)		DENR-R4A, Roxas Boulevard, Malate, Manila		
Certificate of Barangay No Objection (1 photocopy)		Barangay Level		
For Renewal:				
Latest Real Property Tax Receipt (1 photocopy)		Land Tax Division-Treasurer's Office		
Certificate of Barangay No Objection (1 photocopy)		Barangay Level		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the application and get a list of requirements.	Issue list of requirements.	None	3 Minutes	MPDC Staff MPDO
2. Comply and submit all requirements for review, assessment and validation.	Check the submitted documents.	None	5 Minutes	MPDC Staff MPDO



3. Get advice and schedule for site inspection	3. Conduct inspection of the area. If no problem is encountered during site inspection, Order of payment is given. If there are deficiencies, please comply with the requirements	None	4 Hours	MPDC Staff MPDO
4. Proceed to the Municipal Treasurer's Office to pay the required fee and secure Official Receipt.	4. Get payment and Order of Payment. 4.1 Issue Official Receipt	PHP500	3 Minutes	Collection Staff Window 1, 2, 3, 4, or 5 Mun. Treasury Office
5. Go back to MPDC Office to, present Official Receipt	5. Check Official Receipt and prepare Temporary Use Permit	None	5 Minutes	MPDC Staff MPDO
6. Claim certificate and sign logbook to acknowledge receipt.	6. Issue Decision on Zoning Permit	None	2 Minutes	MPDC Staff MPDO
TOTAL		PHP 500	4 Hours and 18 Minutes	