

**CERTIFICATE OF COMPLIANCE (COC) REQUIREMENTS**  
(As Embodied in the Department Circular No. 2003-11-010)

**Rule II. Section 6. Notice Prior to Construction**

1. Filing of Notice by owner/operator to contain Business Name, Address, Telephone/Fax Number of the Business Office;
2. Location and Complete Address of Retail Outlet/s;
3. Project or Business Plan indicating the scope of operation/activity;
4. List of Facilities and Proof of Availability of such facilities to support the proposed business;
5. Such other requirements as may be imposed by the OIMB from time to time.

**Rule II. Section 7. a. Requirements Before Commencement of Construction**

1. Barangay Business Clearance (Barangay concerned)
2. Department of Trade and Industry/Security and Exchange Commission Registration
3. Zoning/Locational Clearance (LGU concerned)
4. Environmental Compliance Certificate/Certificate of Non-coverage (EMB-DENR)
5. Building Permit/Certificate of Occupancy (LGU concerned)
6. Discharge Permit, if applicable (Laguna Lake Development Authority)

**Rule II. Section 7.b. Requirements Before Commencement of Operation**

1. Fire Safety Inspection Certificate (BFP)
2. Reference Standard/Codes and PNS compliant statement for Facility Design & Operation *duly-signed by the engineer/architect-in-charge* of the construction of the gas station
3. Mayor's Permit/Business Permit (LGU concerned)
4. List of Dispensing Pumps/Hoses and Storage Tanks with corresponding capacities
5. Mechanical Lay-out plan (blueprint with scale, showing the dispensing islands, pumps and underground tanks)
6. Latest Photographs (in 5R photo paper) of the gasoline station (showing the full view, right side and left side of the gas station (including Price Display Board, Safety Informational Signs and RON, E-10 and Biodiesel Labels)
7. Dealership (Supply) Agreement or Certification with Oil Companies
8. Supplier's Certification for Independent Stations duly-registered with OIMB
9. Payments:
  - a. Acknowledgement of Notice/Engagement on the DOI : ₱ 500.00
  - b. COC for LPP Establishments for 3 years (New Application) : ₱ 3,000.00
  - c. COC for LPP Establishments for 3 years (Renewal) : ₱ 2,500.00

(IF MAILED: We only accept POSTAL MONEY ORDER/ MANAGER's Cheque payable to the DEPARTMENT OF ENERGY)

**Note:**

*The documents enumerated in this Section 7 must be accompanied by original copies thereof for authentication purposes.*

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**DEPARTMENT OF ENERGY**

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<b>Client ID:</b>	<b>Date:</b>	
<b>EVALUATION OF REQUIREMENTS:</b>		
<input type="checkbox"/> Complete	<b>OTHER REMARKS:</b>	<input type="checkbox"/> OK to Forward/Receive at OBD
<input type="checkbox"/> Incomplete		<input type="checkbox"/> Return to Applicant/Dealer
<b>Check &amp; Verified By:</b>		<b>Officer of the Day:</b>