

## PROCESSING OF WATER PERMIT

**Schedule of Availability of Service:** Monday to Friday  
8:00 a.m. to 12:00 noon  
1:00 p.m. to 5:00 p.m.

**Who May Avail of the Service:**

- Filipino Citizen
- Associations duly registered and corporation organized under the law of the Philippines, with at least 60 % capital is owned by Filipino citizen/s.
- Government entities and instrumentalities, including government- owned and controlled corporations.

**What are the Requirements:**

1. Duly accomplished water permit application (WPA) Forms
2. Filing Fee
3. Location Plan of water source and Point of diversion using a scale of 1:50,000
4. Location Plan of area to be developed indicating the lay- out of proposed works and geographical coordinates of water source duly indicated
5. Evidence of Land Ownership ( Tax Declaration, Certificate Title, Lease Agreement, Waiver, Deed of Donation)
6. Brief description of proposed project/development
7. Bacteriological Test ( for domestic purpose)
8. SEC Registration, If applicant is a Corporation or Organization
9. Site Inspection
10. Clearance from other agencies ( Water District, DPWH and NPC)
11. Barangay Clearance

## HOW TO AVAIL OF THE SERVICE:

Step	Applicant/ Client	Service Provider	Duration of Activity  (Under Normal Circumstances)	Person  Responsible	Fees	Location/Office
<b>1</b>	Submit duly accomplished Water Permit Applications with attached requirements	Receive letter- request and forward to Engineering & Operations Division	5 minutes	Elnora E. Melchor		Office of the Regional Manager, 2 <sup>nd</sup> Bldg., NIA- CAR
		Assess the purpose of Water Permit and evaluate attached requirements and prepared schedule date for inspection.  (only complete attachments shall be processed)	30 minutes	Engr. Fremer A. William		Engineering & Operations Division, 2 <sup>nd</sup> Bldg., NIA- CAR
<b>2</b>	Provide guide/ assistance during inspection	Conduct inspection of site as scheduled	8 hours  (depending on the location of the site)	Engr. Fremer A. William		Engineering & Operations Division, 2 <sup>nd</sup> Bldg., NIA- CAR
<b>3</b>	( advised to call after 4 Office hours)	Accomplish technical data in the Water Permit Application & Inspection Report	4 hours	Engr. Fremer A. William		Engineering and Operations Division, 2 <sup>nd</sup> Bldg., NIA- CAR
		Endorse the request to other agencies for clearance  (DPWH, LWUA, etc.)	15 minutes	Engr. Fremer A. William		Engineering and Operations Division, 2 <sup>nd</sup> Bldg., NIA- CAR
<b>4</b>	Follow- up clearance with other office/ agencies and					

	submit same form					
<b>5</b>	<p>Pay the corresponding filing fee to NWRB in money order form thru the Office.</p> <p>(wait for the 30-day post period and advise from NIA re: result of publication.</p>	<p>Acknowledge the payment; post application to the bulletin board; and submit papers to NWRB for processing.</p> <p>-If there is protest, NWRB shall conduct a hearing to determine the merits of the protest and whether or not the application may be given due course.</p> <p>-If no protest and if protest is found to be not meritorian after hearing, the NWRB will proceed to process the application for water permit. A Technical Appraisal will be conducted by the NWRB or NIA to determine</p> <p>a)The approximate discharge of the water sources;</p> <p>b)The amount of water already appropriated for beneficial use;</p> <p>c) The water requirement of the applicant as determined from the Board's standards of beneficial use.</p> <p>d) Possible adverse effects on existing grantees/ permittees on public/ private interest;</p> <p>e) Environmental Effects;</p> <p>f) Land- economics;</p> <p>g) In case of Irrigation purpose, whether the area to be irrigated can be integrated with that of an existing or proposed irrigation association for common irrigation facilities.</p>	3 minutes	Engr. Fremer A. William	<p>a)Municipal- -P 5,000</p> <p>b)Irrigation</p> <p>1.National/C orporation P -5,000</p> <p>2.Community /Individual -P 500</p> <p>c)Power Generation - P 5,000</p> <p>d)Fisheries -P 5,000</p> <p>e)Livestock Raising</p> <p>1.Backyard – P 1,000</p> <p>2.Commercia l- P 3,000</p> <p>f)Industrial - P 5,000</p> <p>g)Recreation al- P 5,000</p>	Engineering & Operations Division, 2 <sup>nd</sup> Bldg.

		<p>- After a technical appraisal is conducted, permit to drill (PTD) is issued if the service is groundwater and applicant will be required to submit well drilling data to NWRB.</p> <p>- Technical evaluation by NWRB Staff; NWRB staff to recommend to the Board; Board decides and approves.</p> <p>-NWRB will issue Water Permit.</p>			<p>h)Other Purposes - P 5,000</p>	
<b>END OF TRANSACTION</b>						