

CITY ENGINEER DEPARTMENT

ELECTRICAL REGULATIONS

All electrical systems, equipment and installation shall conform to the provisions of the Philippine Electrical Code and other existing laws or ordinances.

Office or Division:	City Engineering Department – Electrical Division
Classification:	Complex
Type of Transaction:	Electrical Wiring Permit application
Who may avail:	Any person, firm or corporation including agency or instrumentalities of the government that shall install, reconnect, separate meter and/or upgrade any electrical system must apply an Electrical Permit.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Wiring Permit	
Barangay Clearance	c/o client
Fully accomplished Electrical Permit form	City Engineering Department
5 sets Electrical Plans, for new installation; optional for existing house connections	c/o client
Electrical Load Schedule/Computation (Signed and Sealed)	c/o client
Notarized SPA if representative	c/o client

Copy of Resident's Tax Certificate (Cedula)		c/o client		
For Certificate of Final Electrical Inspection				
Approved Electrical Permit and Plans		c/o client		
Inspection Report		City Engineering Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR WIRING PERMIT				
1. Secure Electrical Permit Form	1. Issuance of Electrical Wiring Permit Form and checklist		5 minutes	City Engineering Department – Electrical Section
2. Submit all requirements	2.1 Assessment of Submitted Electrical Requirements 2.2 Issuance of Order of Payment		15 minutes	City Engineering Department – Electrical Section
3. Payment of required Electrical Fees	3. Receive of payment an issue receipt	As per assessment , based on National Building Code	15 mins	City Treasury
4. Submission of requirements to City Building Office for Checking and Inspection	4.1 Assessment of submitted documents 4.2 Schedule site inspection		15 mins	City Building Office
	5. Site Inspection and Checking by City Building Office		1 working day	City Building Office
6. Submission of inspected and approved Electrical Permit and plan	6.1 Processing of submitted requirements		15 minutes	City Engineering Department – Electrical Section
	6.2 Approval of Electrical Permit and plans by City Engineer		15 minutes	City Engineer

7. Receipt of the Permit	7. Releasing of Electrical Permit		5 minutes	City Engineering Department – Electrical Section
FOR CERTIFICATE OF FINAL ELECTRICAL INSPECTION				
1. Request for on-site Safety Inspection	1.1 Staff receives and records the request 1.2 Schedules the site inspection		5 minutes	City Engineering Department – Electrical Section
2. Attend the site inspection	2. Site Inspection		1 working day	City Engineering Department – Electrical Section
	3.1 Processing of Certificate Final of Electrical Inspection		15 minutes	City Engineering Department – Electrical Section
	3.2 Approval of Certificate Final of Electrical Inspection		15 minutes	City Engineer
4. Receive the Certificate	4. Releasing of Certificate Final of Electrical Inspection		5 minutes	City Engineering Department – Electrical Section

END OF TRANSACTION