

## CITY ENGINEER DEPARTMENT

### ELECTRONICS REGULATIONS

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

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| <b>Office or Division:</b>                 | City Engineering Department – Electrical Section  |
| <b>Classification:</b>                     | Complex   |
| <b>Type of Transaction:</b>                | Government to citizen   |
| <b>Who may avail:</b>                      | Any person, firm or corporation including agency or instrumentalities of the government that shall install, reconnect, and/or upgrade any electronic system must apply an Electronics Permit. |
| <b>CHECKLIST OF REQUIREMENTS</b>           | <b>WHERE TO SECURE</b>  |
| <b>For Electronics Permit</b>              |   |
| Barangay Clearance                         | c/o client  |
| Fully accomplished Electronics Permit form | City Engineering Department   |

| 5 sets Electronics Plans, for new installation; optional for existing house connections |  | c/o client                  |                 |  |
|---|--|-----------------------------|-----------------|--|
| Electronics 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                  |                 |  |
| <b>For Certificate of Final Electronics Inspection</b>                                  |  |                             |                 |  |
| Approved Electronics Permit and Plans   |  | c/o client                  |                 |  |
| Inspection Report   |  | City Engineering Department |                 |  |
| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID             | PROCESSING TIME | PERSON RESPONSIBLE                               |
| FOR ELECTRONICS PERMIT  |  |                             |                 |  |
| 1. Secure Electronics Permit Form   | 1. Issuance of Electronics Permit Form and checklist   |                             | 5 minutes       | City Engineering Department – Electrical Section |
| 2. Submit all requirements  | 2.1 Assessment of Submitted Electronics Requirements<br><br>2.2 Issuance of Order of Payment |                             | 15 minutes      | City Engineering Department – Electrical Section |
| 3. Payment of required Electronics Fees   | 3. Receive of payment and issue receipt  | As per assessment           | 15 minutes      | City Treasury                                    |
| 4. Submission of requirements to City Building Office for Checking and Inspection       | Assessment of submitted documents  |                             | 15 minutes      | City Building Office                             |
| 5. Participate in the site inspection through representative                            | 5. Site Inspection and Checking by City Building Office                                      |                             | 1 Working Day   | City Building Office                             |

|   |   |  |               |  |
|---|---|--|---------------|--|
| 6. Submission of inspected and approved Electronics Permit and plan | 6.1 Processing of submitted requirements                      |  | 15 minutes    | City Engineering Department – Electrical Section |
|   | 6.2 Approval of Electronics Permit and plans by City Engineer |  | 15 minutes    | City Engineer                                    |
| 7. Receipt of permit  | Releasing of Electronics Permit                               |  | 5 minutes     | City Engineering Department – Electrical Section |
| <b>FOR CERTIFICATE OF FINAL ELECTRONICS INSPECTION</b>              |   |  |               |  |
| 1. Request for on-site Safety Inspection                            | 1. Staff receives and records the request                     |  | 5 minutes     | City Engineering Department – Electrical Section |
|   | 1.2 Schedule site inspection                                  |  |               |  |
|   | 2. Site Inspection  |  | 1 working day | City Engineering Department – Electrical Section |
|   | 3.1 Processing of Certificate Final of Electronics Inspection |  | 15 minutes    | City Engineering Department – Electrical Section |
|   | 3.2 Approval of Certificate Final of Electronics Inspection   |  | 15 minutes    | City Engineer                                    |
| 4. Receipt of Certificate   | Releasing of Certificate Final of Electronics Inspection      |  | 5 minutes     | City Engineering Department – Electrical Section |

**END OF TRANSACTION**