

Issuance of Electrical Permit

☑ ABOUT THE SERVICE

The owner of any building cannot avail the electrical service connection unless electrical permit is granted.

☑ FEE

In accordance with the National Building Code

☑ REQUIREMENT(S)

All electrical installation application shall be accompanied by technical specification and electrical plans signed and sealed by a duly licensed Professional Electrical Engineer containing the following:

1. Location Plan
2. Legend and General Notes
3. Electrical Lay out
4. Schedule of Load
5. Design Analysis and Computations
6. One Line Diagram of the whole installation
7. Riser Diagram for Multi Story Building

☑ HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1. Interview the client/applicant		1 minute	Mr. Felipe Lucero Mun. Electrical Admin. Aide I
2. Furnish Electrical Application Form		1 minute	Mr. Felipe Lucero Mun. Electrical Admin. Aide I
3.	Submit duly filled up application form		
4. Evaluate and assess payment		5 minutes	Mr. Felipe Lucero Mun. Electrical Admin. Aide I
5. Advise client to proceed to MTO for payment Inform of the schedule of the inspection & when to come back for the release of the permit	Proceed to MTO		Revenue Collection Clerk
6. Conduct inspection Of building wiring installation		3 days w/in application	Mr. Ramil Acheron Ass't. Mun. Electrician
7. Approval and releasing of electrical permit		1 minute	Engr. Josefina Rañoa Mun. Engineer

Total 3 days & 13 minutes