

CITIZEN'S CHARTER

Frontline Service: Issuance of Certificate of Electrical Inspection

Office: City Engineer's Office
3rd floor, City Hall Building

Schedule of Availability of Service:

Monday - Friday
8:00 a.m. - 5:00 p.m. without noon break

Who may Avail of the Service?

- Any person who wants to apply for electrical connection (without Certificate of Occupancy)

What are the Requirements?

- Sketch of the site/site map
- Accomplished Permit for Temporary Service Connection Form duly signed by a Registered Electrical Engineer

Fees/Charges:

Computation of fees is based on the Schedule of Fees as enumerated in the National Building Code and National Electrical Code of the Philippines

Duration (under normal circumstances):

3hours processing time – Release within 2 working days



NO TO FIXERS & REDTAPE!

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How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity (Under normal circumstances)	Person in Charge	Fees/ Charges	Forms
1	Submit all the requirements	Receive the requirements and inform the Applicant on the schedule of inspection	5 minutes	Receiving Clerk	None	Electrical Inspection Application Form
2		Conduct inspection	2 hours	Electrician II	None	None
3		Assess fees and prepare Order of Payment Advise Applicant to proceed to City Treasurer's Office for the payment of fees	10 minutes	Assessment Clerk	Computation is based on National Building Code of the Philippines and National Electrical Code of the Philippines	None
4	Proceed to City Treasurer's Office to any of Windows 13 to 19 for payment	Receive payment and issue Official Receipt	5 minutes	Local Revenue Collection Officer	As stated in the order of payment	Order of Payment
5		Evaluate and verify electrical installation	10 minutes	Eden Jose Mendoza Project Development Officer II	None	None
6		Final review and verify the Certificate of Electrical Inspection	10 minutes	Oscar F. Vitug Jr. Architect IV	None	None
7		Final approve the Certificate of Electrical Inspection by the City Building Official	10 minutes	Donato N. Dizon City Bldg. Official	None	None
8		Issue Certificate of Electrical Inspection	10 minutes	Releasing Clerk	None	None
END OF TRANSACTION						



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