



Republic of the Philippines
City of San Pedro
Province of Laguna
OFFICE OF THE BUILDING OFFICIAL



ELECTRICAL PERMIT PERMIT REQUIREMENTS

NOTE: PLEASE PRINT ALL FORMS IN A LEGAL/LONG SIZE PAPER. FORMS MUST BE PRINTED BACK TO BACK

- 3 Original Copies of Properly filled-out Electrical Application Form, duly signed and sealed by licensed Electrical Engineer
- 5 Sets of Electrical Plans, duly signed and sealed by licensed Electrical Engineer
- 5 Sets of Cost Estimate or Bill of Materials, all originally signed and sealed by licensed Electrical Engineer
- 5 Sets of Electrical Specifications or Scope of Work, all originally signed and sealed by licensed Electrical Engineer
- 1 copy - Certified True Copy of Transfer Certificate Title;
 - **In case the applicant is not the registered owner of the lot, any of the following duly notarized documents showing proof of ownership shall be submitted:
 - Contract of Lease or Award Notice
 - Deed of Absolute Sale / Donation / Usufruct
 - Contract of Sale
 - Authority to Construct / Affidavit of Consent from the Lot Owner / Affidavit of Heirs
- 1 Original Copy of Secretary's Certificate, duly notarized
- 1 Colored copy of Valid ID (applicant and representative, with specimen signature)
- 1 Original Copy of Barangay Clearance for Electrical Permit
- 1 Original Copy of Homeowner's Clearance or Developer's Approval if applicable
- 1 Colored Copy of PRC ID and Updated PTR (latest year) with signed and sealed of licensed Electrical Engineer

APPLICATION WITH INCOMPLETE REQUIREMENTS WILL NOT BE RECEIVED NOR PROCESSED

For inquiries:

CALL: (02) 8808-2020 local 205 and 206

TEXT: 0961 630 6655 or 0961 630 6685

E-mail: officeofthebuildingofficial@gmail.com

OBO-073-0

BOX 6

RECEIVED BY	DATE
FIVE (5) SETS OF ELECTRICAL DOCUMENTS	
<input type="checkbox"/> ELECTRICAL PLANS AND SPECIFICATIONS <input type="checkbox"/> SPECIAL FIXTURES AND EQUIPMENTS <input type="checkbox"/> PROPOSED STARTING DATE INSTALLATION / CONSTRUCTION _____	<input type="checkbox"/> EXPECTED DATE AND COMPLETION / INSTALLATION / CONSTRUCTION _____ <input type="checkbox"/> OTHERS (Specify) _____ _____

BOX 7

PROGRESS FLOW					
	IN		OUT		PROCESSED BY
	DATE	TIME	DATE	TIME	
ELECTRICAL					_____ ELECTRICAL ENGINEER (Signature Over Printed Name) PRC Reg. No. _____ Validity: _____
OTHERS (Specify)					

BOX 8**ACTION TAKEN:**

Permit is hereby issued subject to the following:

1. That the processed electrical works shall be in accordance with the electrical plans filed with this office and in conformity with the provision of the latest Philippines Electrical Codes, the National Building Codes and IRR.
2. That prior to any electrical installation, the Owner/ Permittee shall submit a duly accomplished prescribed Notice of Construction to the Office of the Building Official.
3. That for installed electrical capacity of 200 amperes and above 230 volts nominal and above, a especially electrical contractor duly licensed by the Philippine Contractors Accreditation Board (PCAB) shall be required.
4. That a duly licensed electrical practitioner shall be in-charge of installation, and that upon completion of the electrical works he shall submit the entry of logbook duly signed and sealed to the Office of the Building Official including as-built plans and other documents. He shall also accomplish the Certificate of Completion stating the electrical works conforms to the provisions of the Philippine Electrical Codes, the National Building Code and its IRR.
5. That this permit is null and void unless accompanied by the building permit except for the projects involving purely electrical works in which case only the building permit number of the existing building/ structure shall be required.
6. That a Certificate of Final Electrical Inspection (CFEI) shall be secured prior to the actual occupancy of the building.
7. That this permit shall be posted at the door or site work.

PERMIT ISSUED BY:

Date

ENGR. JULIETA A. TIÑANA
OIC - Building Official