PROCESSING FOR THE ISSUANCE OF
ANNUAL CERTIFICATE OF ELECTRICAL INSPECTION

The Department of the Building Official (DBO) is mandated under the National
Building Code of the Philippines (NBCP) to conduct Annual Electrical Inspection
to all establishments within its jurisdiction. If your establishment is inspected, you
are to be provided a copy of the annual electrical inspection report with the
information of the compliance or non-compliance of your electrical installation to
the Philippine Electrical Code (PEC).

1. If your electrical installation is compliant to the PEC, you will be provided with
a copy of the Annual Inspection Report with the information of the government
fees you have to pay to the City Treasurer’s Office (CTO) and the documentary
requirements you have to submit to the DBO.

   a. Pay the corresponding fees to the CTO of Quezon City.

   b. After paying the required fees, secure the Certificate of Annual Electrical
      Inspection form from the Receiving Section of the DBO.

   c. Submit the duly accomplished Certificate of Annual Electrical Inspection
      form, signed and sealed by a registered Professional Electrical Engineer,
or signed by a Registered Electrical Engineer or Master Electrician as
maybe required under RA 7920, together with your copy of Annual
Inspection Report, the Official Receipts of your payment of Government
Fees, and the necessary documents prescribed in the Annual Inspection
Report.

      The certificate can be claimed five (5) days after the submission of the
required documents.

2. If your electrical installation needs correction, a Notice of Violation will be
issued with the information of the defects of your electrical installation that
needs to be corrected. Another inspection will follow after the corrections are
made and after receipt of your request for re-inspection. Follow Step 1.