PROCEDURES IN THE APPLICATION FOR
CERTIFICATE OF FINAL ELECTRICAL
INSPECTION (CFEI)
(Ancillary Permit of the Certificate of Occupancy)

PROCEDURES IN THE DEPARTMENT OF THE BUILDING OFFICIAL

1. Get application forms and checklist of requirements from the INFORMATION WINDOW of the Department of the Building Official (DBO), 9/F, High Rise Bldg., Quezon City Hall Complex or download them from our official website. (www.quezoncity.gov.ph)

Accomplish all application forms fully and legibly, and fasten them in a long folder. Arrange the documents in each folder in the order as indicated on the checklist.

2. Submit your application at the RECEIVING SECTION of DBO. Our Electrical Inspector will visit the site within 4 working days to verify if the electrical installation is in conformity with the approved electrical permit and with the approved electrical plans and if compliant with the National Building Code (NBC) and with the Philippine Electrical Code (PEC).

3. After 7 working days, check the status of your application at the INFORMATION WINDOW of the DBO.

   a. If the electrical installation is found to be in conformity with the approved electrical permit and with the approved electrical plans and compliant with the NBC and with the PEC provisions, claim the CFEI from the Releasing Section of DBO.

   b. If our electrical inspector issued an advice of action, your documents will be returned to you to comply with the advice of action. Once the advice of action is complied, the applicant may request for a re-inspection. Go back to Step 2.