PROCEDURES IN THE APPLICATION FOR ELECTRICAL PERMIT and CERTIFICATE OF ELECTRICAL INSPECTION (CEI)
(For temporary electrical installations / construction lights / electrical installations within existing buildings / Reconnection / Relocation / Remodeling of service entrance)

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. Prepare two (2) sets of documents, including the duly accomplished application forms and fasten each set inside 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:

   a. If your documents are complete, as determined by the Receiving Officer, your application will be received. Come back for your Order of Payment (OP) after 5 working days.

   b. If your documents are incomplete, they will be returned to you together with a list of deficient documents. Complete your documents as noted on the checklist provided then resubmit. Incomplete documents will not be accepted.

3. After 5 working days, check the status of your application at the INFORMATION WINDOW of the DBO.

   a. If your application is compliant with the provisions of the National Building Code (NBC) and the Philippine Electrical Code (PEC), get your OP from the RELEASING SECTION of DBO and pay at the cashier of the Quezon City Treasurer’s Office. Bring the official receipt (O.R.) of the permit fees to the Releasing Section of DBO to claim your permit.

   b. If your application is non-compliant with the provisions of the National Building Code (NBC) and the Philippine Electrical Code (PEC), your documents will be returned to you for you to comply based on the attached advices of action. Get your documents from the Releasing Section of DBO.

Return your corrected applications to the RELEASING SECTION of DBO and follow Step 3.

4. Our Electrical Inspector will visit the site within 4 working days to verify compliance of the electrical installation to the provisions of the NBC and of the PEC.

The applicant or his representative will be notified whether the electrical installation is compliant or not.

   a. If the electrical installation is found to be compliant, claim the CEI from the Releasing Section of DBO.

   b. If the electrical installation is to be corrected, an advice of action will be given to the applicant. Consult with your engineers / practitioners on record to make the necessary correction. Once the advice of action is complied, the applicant may request for a re-inspection. Go back to Step 4.