



Electrical Section External Services



A. ELECTRICAL PERMIT

Requirement for the energization of Government-owned structures.

Office/Division		Electrical Section		
Classification		Complex		
Type of Transaction		G2G		
Who may Avail		National Government and Local Government of Quezon City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Letter / e-mail Request 2. Approved Electrical Plan with sign and seal of Professional Electrical Engineer (blue and/or white print) 3. Wiring Permit with sign and seal of authorized Licensed Electrical Practitioner (original), as the case may be and photocopies of valid PRC License and current PTR with three (3) specimen signatures 4. Photocopy of Notice of Award, Notice to Commence, Agency Estimate and Program of Works 		City Engineering Department 5 th - 7 th Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Submit the Letter-Request 2. Report the concern thru phone/e-mail 3. Walk-in 	<ol style="list-style-type: none"> 1. Letter from the Agency received by the Records Section, Administrative Division 	None	1 day	<i>OIC, Records Section</i> Engineering Department
	<ol style="list-style-type: none"> 2. Route to the City Engineer 	None	1 day	<i>City Government</i> <i>Department Head III</i> Engineering Department
	<ol style="list-style-type: none"> 3. Route to Electrical Section <ol style="list-style-type: none"> 3.1. Course of action <ol style="list-style-type: none"> 3.1.1. Evaluate Plan <ol style="list-style-type: none"> 3.1.1.1. Document Check 3.1.2. Preparation of Report 	None	5 days	<i>Engineer IV</i> Engineering Department



	4. Recommendation and issuance of Electrical Permit routed to the City Engineer for signature	None	1 day	<i>Engineer IV</i> Engineering Department <i>City Government</i> <i>Department Head III</i> Engineering Department
4. Pick-up the requested document	5. Route to the Electrical Section for the release of Electrical Permit	None	1 day	<i>Engineer IV</i> Engineering Department
TOTAL		None	9 days	



B. REQUEST FOR CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI)

Documentary requirement for the energization of Government owned structures.

Office/Division		Electrical Section		
Classification		Simple		
Type of Transaction		G2G		
Who may Avail		National Government and Local Government of Quezon City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. None		City Engineering Department 5 th - 7 th Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the Office of the completed project for the issuance of CFEI	1. Conduct site inspection	None	1 day	<i>Engineer IV</i> Engineering Department
	2. Preparation of CFEI report and certificate 2.1. Route to the City Engineer for signature	None	1 day	<i>Engineer IV</i> Engineering Department <i>City Government</i> <i>Department Head III</i> Engineering Department
2. Pick-up the requested document	5. Route to the Electrical Section for the release of CFEI	None	1 day	<i>Engineer IV</i> Engineering Department
TOTAL		None	3 days	