



## **Vertical Project Supervision Division External Services**



## A. ELECTRICAL PERMIT

Requirement for the energization of Government-owned structures.

<b>Office/Division</b>	Vertical Project Supervision Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G (Government to Government)			
<b>Who may Avail</b>	National Government and Local Government of Quezon City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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, Approved Budget for the Contract and Program of Works		Applicant/Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Letter-Request / Report through the department's official e-mail address at <a href="mailto:engineering@quezoncity.gov.ph">engineering@quezoncity.gov.ph</a>	1.1 Letter-Request received by the Records Section to be routed to Vertical Project Supervision Division Maintenance Division for appropriate action.	None	1 day	<i>Administrative Officer V (Records Officer III) Quezon City Department of Engineering</i>
	1.2 Route to the City Engineer	None	1 day	<i>Administrative Officer V (Records Officer III) Quezon City Department of Engineering</i>
	1.3 Route to the Electromechanical Section for plan evaluation and report preparation.	None	3 days	<i>City Government Department Head III Quezon City Department of Engineering  Engineer I Vertical Project Supervision Division</i>



	1.4 Recommendation and issuance of Electrical Permit routed to the City Engineer for signature	None	1 day	<i>Engineer III Electromechanical Section Vertical Project Supervision Division</i>
	1.5 Route to the Records Section for the releasing of the approved Electrical Permit.	None	10 minute/s	<i>Administrative Support Staff; Quezon City Department of Engineering</i>
2. Pick up the requested document	2. Release the Electrical Permit	None	1 day	<i>Administrative Officer V (Records Officer III) Quezon City Department of Engineering</i>
<b>TOTAL:</b>		<b>None</b>	<b>7 day/s, 10 minute/s</b>	



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

Documentary requirement for the energization of Government-owned structures.

<b>Office/Division</b>		Vertical Project Supervision Division		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2G (Government to Government)		
<b>Who may Avail</b>		National Government and Local Government of Quezon City		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Complete installation of electrical works as per approved electrical plan. 2. Insulation Resistance Test.		Applicant/Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Inform the Office of the completed project for the issuance of CFEI	1.1 Conduct site inspection	None	1 day	<i>Engineer III</i> Vertical Project Supervision Division Quezon City Department of Engineering
	1.2 Preparation of CFEI report and certificate 1.2.1 Route to the City Engineer for signature	None	1 day	<i>Engineer III</i> Vertical Project Supervision Division Quezon City Department of Engineering
	1.3 Route to the Electromechanical Section for the release of CFEI	None	1 day	<i>Administrative Officer V (Records Officer III)</i> Quezon City Department of Engineering
<b>TOTAL:</b>		<b>None</b>	<b>3 day/s</b>	