



Republic of the Philippines
City of San Pedro
Province of Laguna
OFFICE OF THE BUILDING OFFICIAL



ELECTRICAL PERMIT REQUIREMENTS

NOTE: PLEASE PRINT ALL FORMS IN A LEGAL/LONG SIZE PAPER. FORMS MUST BE PRINTED BACK TO BACK

- ☐ 3 Original Copies of Properly filled-out Electrical Application Form, duly signed and sealed by licensed Electrical Engineer
- ☐ 5 Sets of Electrical Plans, duly signed and sealed by licensed Electrical Engineer
- ☐ 5 Sets of Cost Estimate or Bill of Materials, all originally signed and sealed by licensed Electrical Engineer
- ☐ 5 Sets of Electrical Specifications or Scope of Work, all originally signed and sealed by licensed Electrical Engineer
- ☐ 1 copy - Certified True Copy of Transfer Certificate Title;

****In case the applicant is not the registered owner of the lot, any of the following duly notarized documents showing proof of ownership shall be submitted:**

- ☐ Contract of Lease or Award Notice
- ☐ Deed of Absolute Sale / Donation / Usufruct
- ☐ Contract of Sale
- ☐ Authority to Construct / Affidavit of Consent from the Lot Owner / Affidavit of Heirs
- ☐ 1 Original Copy of Secretary's Certificate, duly notarized
- ☐ 1 Colored copy of Valid ID (applicant and representative, with specimen signature)
- ☐ 1 Original Copy of Barangay Clearance for Electrical Permit
- ☐ 1 Original Copy of Homeowner's Clearance or Developer's Approval if applicable
- ☐ 1 Colored Copy of PRC ID and Updated PTR (latest year) with signed and sealed of licensed Electrical Engineer

APPLICATION WITH INCOMPLETE REQUIREMENTS WILL NOT BE RECEIVED NOR PROCESSED

For inquiries:

CALL: (02) 8808-2020 local 205 and 206

TEXT: 0961 630 6655 or 0961 630 6685

E-mail: officeofthebuildingofficial@gmail.com

OBO-073-0

Republic of the Philippines
Department of Public Works and Highways
OFFICE OF THE BUILDING OFFICIAL
City of San Pedro, Laguna
Area Code: 4023



ELECTRICAL PERMIT

APPLICATION No.

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EP No.

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BUILDING PERMIT No.

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BOX 1(TO BE ACCOMPLISHED IN PRINT BY THE OWNER/APPLICANT)

OWNER/APPLICANT		LAST NAME		FIRST NAME		M.I.	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE				FORM OF OWNERSHIP			
LOCATION OF CONSTRUCTION LOT No. _____ BLK No. _____ TCT No. _____ TAX DEC. _____							
STREET _____, BARANGAY _____, CITY OF SAN PEDRO, LAGUNA,4023							
SCOPE OF WORK							
<input type="checkbox"/> NEW INSTALLATION		<input type="checkbox"/> RECONNECTION OF SERVICE ENTRANCE		<input type="checkbox"/> RELOCATION OF SERVICE ENTRANCE			
<input type="checkbox"/> ANNUAL INSPECTION		<input type="checkbox"/> SEPARATION OF SERVICE ENTRANCE		<input type="checkbox"/> OTHERS (Specify) _____			
<input type="checkbox"/> TEMPORARY		<input type="checkbox"/> UPGRADING OF SERVICE ENTRANCE		_____			
SUMMARY OF ELECTRICAL LOADS/CAPACITIES APPLIED FOR							
TOTAL CONNECTION LOAD		TOTAL TRANSFER CAPACITY		TOTAL GENERATOR / UPS CAPACITY			
_____ KVA		_____ KVA		_____ KVA			

BOX 2 (TO BE ACCOMPLISHED IN PRINT BY DESIGN PROFESSIONAL)

DESIGN PROFESSIONAL, PLANS AND SPECIFICATION

<div>_____ Date _____</div> <div>PROFESSIONAL ELECTRICAL ENGINEER (Signed and Sealed Over Printed Name)</div>	ADDRESS	
	PRC No.	VALIDITY
	PTR No.	DATE ISSUED
	ISSUED AT	TIN

BOX 3

SUPERVISOR/IN-CHARGE OF ELECTRIAL SPECIFICATIONS

<input type="checkbox"/> PROFESSIONAL ELECTRICAL ENGINEER	<input type="checkbox"/> REGISTERED ELECTRICAL ENGINEER	<input type="checkbox"/> REGISTERED MASTER ELECTRICIAN
<div>_____ Date _____</div> <div>(Signed and Sealed Over Printed Name)</div>		
PRC No.	VALIDITY	
PTR No.	DATE ISSUED	
ISSUED AT	TIN	
ADDRESS		

BOX 4

BUILDING OWNER

<div>_____</div> <div>(Signature Over Printed Name) Date _____</div>		
ADDRESS:		
C.T.C. No.	Date Issued	Place Issued

WITH MY CONSENT: LOT OWNER

<div>_____</div> <div>(Signature Over Printed Name) Date _____</div>		
ADDRESS:		
C.T.C. No.	Date Issued	Place Issued

BOX 6

RECEIVED BY	DATE
FIVE (5) SETS OF ELECTRICAL DOCUMENTS	
<input type="checkbox"/> ELECTRICAL PLANS AND SPECIFICATIONS	<input type="checkbox"/> EXPECTED DATE AND COMPLETION / INSTALLATION / CONSTRUCTION
<input type="checkbox"/> SPECIAL FIXTURES AND EQUIPMENTS	_____
<input type="checkbox"/> PROPOSED STARTING DATE INSTALLATION / CONSTRUCTION	<input type="checkbox"/> OTHERS (Specify) _____

BOX 7

PROGRESS FLOW					
	IN		OUT		PROCESSED BY
	DATE	TIME	DATE	TIME	
ELECTRICAL					
OTHERS (Specify)					
					ELECTRICAL ENGINEER (Signature Over Printed Name) PRC Reg. No. _____ Validity: _____

BOX 8

ACTION TAKEN:

- Permit is hereby issued subject to the following:
- That the processed electrical works shall be in accordance with the electrical plans filed with this office and in conformity with the provision of the latest Philippines Electrical Codes, the National Building Codes and IRR.
 - That prior to any electrical installation, the Owner/ Permittee shall submit a duly accomplished prescribed Notice of Construction to the Office of the Building Official.
 - That for installed electrical capacity of 200 amperes and above 230 volts nominal and above, a especially electrical contractor duly licensed by the Philippine Contractors Accreditation Board (PCAB) shall be required.
 - That a duly licensed electrical practitioner shall be in-charge of installation, and that upon completion of the electrical works he shall submit the entry of logbook duly signed and sealed to the Office of the Building Official including as-built plans and other documents. He shall also accomplish the Certificate of Completion stating the electrical works conforms to the provisions of the Philippine Electrical Codes, the National Building Code and its IRR.
 - That this permit is null and void unless accompanied by the building permit except for the projects involving purely electrical works in which case only the building permit number of the existing building/ structure shall be required.
 - That a Certificate of Final Electrical Inspection (CFEI) shall be secured prior to the actual occupancy of the building.
 - That this permit shall be posted at the door or site work.

PERMIT ISSUED BY:

Date

ENGR. JULIETA A. TIÑANA
Building Official