

REQUIREMENTS

ELECTRICAL PERMIT

(Upgrading)

1. Electrical Plan (3 sets)
 - a) Lighting & Power Layout
 - b) Riser Diagram
 - c) Schedule of Loads
 - d) Load Analysis
 - e) Voltage Drop Calculation → from tapping point → panelboard MCB/MCCB → largest & farthest motor load
 - f) Short Circuit Calculation → from distribution utility → Transformer → panelboard MCB/MCCB → motor load
 - g) General Notes and Legend
 - h) Vicinity/Location Map
2. Latest Tax Receipt (Bldg. & Lot) - (3Copies)
3. Transfer Certificate of Title (TCT) - (3Copies) → **If non-registered lot owner:**
 - Submit any of the following & Notarized
 - a. Authorization letter from lot owner
 - b. Authorization letter from legal heirs
 - c. Contract to sell
 - d. Contract of lease
 - e. Deed of Absolute Sale
4. Fire Clearance
5. Occupancy Permit
6. Electrical Permit Form/CFEI Form - (3Copies)
7. Bill of Materials & Cost of Estimates - (3Copies)
8. Latest Community Tax Cert. (Cedula)
9. Barangay Clearance (for Electrical Permit)
10. Valid ID
11. Picture of Building (Front View)
12. Contractor's Tax

NOTE: Item 1, 6 & 7 should be signed & sealed by PEE