



#### 4. Issuance of Wiring Permit and Certificate of Final Electrical Inspection (CFEI)

Permits are issued to individuals applying for electrical installation at MERALCO.

<b>Office/Division:</b>	Municipal Engineering Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Individuals who need to secure Wiring Permit and CFEI
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Yellow Card	MERALCO
With Certificate of Occupancy (COO) <ul style="list-style-type: none"> <li>• 1 Photocopy of COO</li> <li>• Proof of Ownership:                         <ol style="list-style-type: none"> <li>1. Certified true copy of Transfer Certificate of Title</li> <li>2. Supporting Documents if the applicant is not the registered owner:</li> </ol> </li> <li>• Contract to Sell/ Deed of Absolute Sale/ Deed of Installment Sale / Deed of Conditional Sale/ Contract of Lease/ Developer's or HOA's Clearance, (for subdivision) Land Owner's Affidavit of Consent or any equivalent (with valid ID of the registered land owner and if the applicant is not the registered owner)</li> <li>• National Housing Authority (NHA) Lot Award and others</li> </ul>	Office of the subdivision of residency (if subdivision resident) or Municipal Hall
Valid I.D of the applicant or authorized person (1 Original)	Applicant
Authorization letter/ SPA/ Secretary Certificate for Corporation	Applicant
Latest pictures of the building or structure; full view of the front; at least 5 inches x 7 inches size)	Applicant
Location Sketch	Applicant
Updated Community Tax Certificate (Cedula)	Municipal Treasurer's Office
Without Certificate of Occupancy (COO) <p>Proof of Ownership:</p> <ol style="list-style-type: none"> <li>1. Certified true copy of Transfer Certificate of Title</li> <li>2. Supporting Documents if the applicant is not the registered owner:                         <ul style="list-style-type: none"> <li>• Contract to Sell/ Deed of Absolute Sale/ Deed of Installment Sale / Deed of Conditional Sale/ Contract of Lease/ Developer's or HOA's Clearance, (for subdivision) Land Owner's Affidavit of Consent or any equivalent (with valid ID of the registered land owner and if the applicant is not the registered owner)</li> </ul> </li> </ol>	Applicant



<ul style="list-style-type: none"> <li>National Housing Authority (NHA) Lot Award and others</li> <li>Original Copy of Brgy Certification (if the property is Government owned/ privately owned not owned by the applicant)</li> </ul>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements for evaluation.	1. Evaluate all the documents submitted by the applicant. For complete requirements, advise the client on the schedule of inspection and date of return and issuance of the Order of Payment. For incomplete requirements, return to the client or applicant.	None	8 Minutes	Office Staff Window 1 and 2 Engineering Office
	1.1 Conduct site inspection to check for compliance.	None	120 minutes	Engineering Technical Staff (Inspector)
2. Secure Order of Payment after inspection from the Office of the Municipal Engineer	2. Issue Order of Payment to the applicant and prepare and pay the corresponding fees at the Treasurer's Office: <ul style="list-style-type: none"> <li>Wiring Permit - Php80</li> <li>CFEI - Php265</li> </ul>	Php 80 Php 265	10 Minutes	Office Staff Window 1 and 2 Engineering Office
3. Upon completion of payment, proceed to the Engineering Office, present and submit a copy of the OR. 3.1 Sign the logbook and wait or the release of the Wiring Permit or CFEI	3. Validate the received OR 3.1 Release the Wiring Permit of CFEI to the applicant and sign in logbook to acknowledge receipt of the requested document	None	5 Minutes	Office Staff Window 1 and 2 Engineering Office
<b>TOTAL:</b>		<b>Varies</b>		

Issuance of Wiring Permits and Certificate of Final Electrical Inspection is also qualified for multi-stage processing.