

## 1. Issuance of Temporary Electrical Permit

A Temporary Electrical Permit can be secured for those building`s without building permit and certificate of occupancy.

<b>Office or Division:</b>	Office of the Municipal Engineer		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	All residents in the Municipality of Tagoloan		
<b>FEES</b>			
Presidential Decree (PD) 1096, Sec. 203, 5 - NEW SCHEDULE OF FEES AND OTHER CHARGES OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF THE NATIONAL BUILDING CODE OF THE PHILIPPINES (PD 1096)			
<u>SCHEDULE OF FEES AND OTHER CHARGES FOR BUILDING PERMIT APPLICATION</u>			
<b>No. 4 Electrical Fees</b> - The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:			
a. Total Connected Load (kVA)			
		Fee	
i. 5 kVA or less.....	200.00		
ii. Over 5 kVA to 50 kVA.....	200.00	+ P	20.00/kVA
iii. Over 50 kVA to 300 kVA.....	1,100.00	+	10.00/kVA
iv. Over 300 kVa to 1,500 kVA.....	3,600.00	+ P	5.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....	9,600.00	+ P	2.50/kVA
vi. Over 6,000 kVA.....	20,850.00	+ P	1.25/kVA
<i>NOTE: Total Connected Load as shown in the load schedule.</i>			
b. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)			
		Fee	
i. 5 kVA or less.....	40.00		
ii. Over 5 kVA to 50 kVA.....	40.00	+ P	4.00/kVA
iii. Over 50 kVA to 300 kVA.....	220.00	+ P	2.00/kVA
iv. Over 300 kVa to 1,500 kVA.....	720.00	+ P	1.00/kVA

- v. Over 1,500 kVA to 6,000 kVA..... ₱ 1,920.00 + P 0.50/kVA
  - vi. Over 6,000 kVA..... ₱ 4,170.00 + P 0.25/kVA
- NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.*

c. Pole/Attachment Location Plan Permit

- i. Power Supply Pole Location..... P 30.00/pole
- ii. Guying Attachment..... P 30.00/attachment

- This applies to designs/installations within the premises.

d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:

USE OR CHARACTER OF OCCUPANCY	ELECTRIC METER	WIRING PERMIT ISSUANCE
Residential	P15.00	P15.00
Commercial/Industrial	60.00	36.00
Institutional	30.00	12.00

e. Formula for Computation of Fees

*The Total Electrical Fees shall be the sum of Sections 4.a. to 4.d. of this Rule.*

f. Forfeiture of Fees

*If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.*

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Construction Clearance, <i>for Electrical Connection</i>	Barangay where the registrant resides
2. Community Tax Certificate (CTC)	Municipal Treasurer's Office or Barangay where the registrant resides
3. Electrical Permit Forms	Municipal Engineering Office
4. Tax Declaration, <i>if applicable</i>	Municipal Assessor's Office/Client
5. Waiver, for Philippine Veterans Investment Development	

Corporation (PHIVIDEC) Industrial Authority Area, <i>Duly Notarized</i>		Municipal Engineering Office/Client		
6. Undertakings (Public or Private Land), <i>Duly Notarized</i>		Municipal Engineering Office/Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit list of complete requirements - the <i>Electrical Permit Forms</i> and other supporting documents needed in the application	1 Check as to completeness of requirements and receive	NONE	15 minutes	<i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office
	2 Schedule/assign electrical inspector			
	3 Review the accomplished Permit Forms, and other supporting documents	NONE	10 minutes	<i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office
	4 Conduct on-site Inspection and Verification	NONE	2-3 hours (depend on the location)	<i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office
2. Pay the required fees to the Municipal Treasurer's Office	2.1 Issue payment order slip to client	Please refer above for the table of fees, As per National Building Code of	5 minutes	<i>Engineer III</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office

		the Philippines (PD 1096)		
	2.2 Record/log the Electrical permit application, <i>once paid</i>	NONE	30 minutes	<i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office
	2.3 Approval and Signing of Electrical Permit	NONE	20 minutes	<i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office
3. Claim Permit	3.1 Releasing of Electrical Permit	NONE	20 minutes	<i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office
4. Accomplish Client's Satisfaction Survey and drop it in the Feedback box	4.1 Request client to Client Satisfaction Survey	None	10 minutes	<i>Process Server</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office Or <i>Admin Aide I</i> Municipal Engineering Office

<b>TOTAL</b>	Schedule of fees and other charges for building permit application as per National Building Code of the Philippines (PD 1096)	4 Hours, 37 Minutes	
End of Transaction			