

SECURING ELECTRICAL PERMIT (FOR SMALL RESIDENTIAL/WATERPUMP)

ABOUT THE SERVICE: (Brief Description)

Any person, firm or corporation, including any agency or instrumentality of the government who intends to install electrical connection of a certain building/structure must secure first an Electrical Permit

WHO MAT AVAIL OF THE SERVICE:

All person, firm or corporation, including any agency or instrumentality of the government who intends to install electrical connection of a certain building/structure

WHAT ARE THE REQUIREMENTS:

- Duly Accomplished Application Form
- Barangay Clearance from the Barangay that has territorial jurisdiction over the applicant and property.
- Certified true copy (c.t.c.) of the ORIGINAL CERTIFICATE OF TITLE/TRANSFER CERTIFICATE OF TITLE (TCT/OCT) of the lot.
- LATEST TAX RECEIPT CLEARANCE/CERTIFICATE OF NON-TAX DELINQUENCY of lot (and improvement, if renovation, addition and extension) from the City Treasurers Office
- LATEST TAX DECLARATION of lot from the City Assessors Office.
- LOT SECTION MAP/SUBDIVISION PLAN of lot
- ELECTRICAL PLAN
- PICTURES of building/structure
- CERTIFICATION OF INDIGENCY from DSWD and Barangay (for indigent, 4Ps, pro-poor applicants)

FEES/CHARGES:

New Schedule of fees and other charges are computed based on the National Building Code of the Philippines and its Implementing Rules and Regulations and under Article E, Section 3E.03 of the 2014 Local Revenue Code of the City of Batac.

SCHEDULE OF AVAILABILITY OF SERVICE

- Mondays to Fridays
- 8:00 a.m. to 5:00 PM

HOW TO AVAIL THE SERVICE:

STEPS	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON IN CHARGE/ RESPONSIB LE	FEES / CHARG ES	FORMS
1.	Inquire and Secure Application Forms	Brief client on requirements and issues application forms and checklist	5 Minutes	<u>OCBO-RECEIVING</u> RICHARD A. PUNGTILAN IMEE F. SIPISIP	NONE	NONE
2.	Submit Duly Accomplished Application Forms & Complete Supporting Documents/ Requirements	Checks and receives accomplished application forms with complete requirements. Advice client to come back after receipt of notification from the office	10 minutes	<u>OCBO-ADMINISTRATIVE DIVISION</u> IMEE F. SIPISIP	NONE	Duly Accomplished Application Form; Barangay Clearance ; OCT/TCT; Latest Tax Receipt Clearance / Certificate of Non-Tax;

						Latest Tax Declaration; Lot Section Map/Subdivision Plan; Electrical Plan; Pictures of building/structure; Cert. of Indigency (4Ps, pro-poor applicants)
		Conduct inspection and validation of electrical wiring installation (whether in conformity with the implementing rules & regulation of the National Building Code of the Philippines)	4 hours (urban) 1 day (rural)	<u>OCBO-INSPECTION AND ENFORCEMENT DIVISION (IED)</u> INDALECIO P. ARCANGEL ABIGAIL J. ASUNCION	NONE	NONE
		Evaluation of plans and documents	15 minutes	<u>OCBO-PROCESSING AND EVALUATION DIVISION (PED)</u> RICHARD A. PUNGTILAN	NONE	NONE

		Assess and issues the Order of Payment and tells client to pay at the Treasury Office	5 minutes	<u>OCBO-AD</u> RICHARD A. PUNGTILAN	Fees and charges based on the NBCP & its IRR and under Article E, Section 3E.03 of the 2014 Local Revenue Code of the City	NONE
3.	Present Official Receipt to Building Office. Receives Permit	Issues Electrical Permit to client together with a certification	5 minutes	<u>OCBO-RELEASING</u> IMEE F. SIPISIP ABIGAIL J. ASUNCION	NONE	Official Receipt
x-x--x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x-x						