

**Issuance of Electrical Permit (for family dwellings)**

*Schedule of availability of service:*

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

*Who may avail the service:*

- Any person who will put-up new, additional, or alteration of electrical installations involving at least 20 outlets or a capacity of four (4) kilowatts

*What are the requirements:*

- Copy of Lot Title/Tax Declaration/Deed of Sale/Letter of Consent of the Lot Owner (if the applicant is not the owner)
- Locational Clearance (if located in Abcede’s lot)
- Affidavit (if part of a Salvage Zone)
- Barangay Certification stating the type of house
- Fully filled-up Application Form

*Total Processing Time:*

- Four (4) hours and 30 minutes

*How to avail the service:*

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Present the requirements to the assigned personnel	Review and assess the documents submitted	10 minutes		Zernick Monarquia
2	Accompany the MEO personnel during inspection	Conduct site inspection of the house/establishment which is the subject of the application	4 hours		Zernick Monarquia
3	Proceed to MTO and pay the required fees	Evaluate and assess the corresponding fees  Prepare Electrical Permit	15 minutes		
4	Claim Permit	Issue Permit	5 minutes		Zernick Monarquia Engr. Eduardo Espiritu Brayn Dexter Solleza