

ELECTRICAL DIVISION

I. INSPECTORIAL SERVICES - National Building Code (PD 1096), Philippine Electrical Code 2013 Omnibus Revenue Code of Manila

FRONTLINE ACTIVITY	DOCUMENTARY REUQUIREMENTS	REQUESTING PARTY	STEPS / PROCESSES	PERSON RESPONSIBLE	PROCESSING TIME	
1. Plan Evaluation	Signed/Sealed Electrical Plan PTR / PRC of Licensed PEE	Professional Electrical Engineer/ Owner/ Representative	1. Receive/ Log / Assign Plan	Clerical	30 mins	3 days
			2. Review Plan	Engineer II / III	1 – 3 days	
			3. Approve Plan	Chief	Included	
			4. Assign No. / Release	Clerical	30 mins	
2. Issue Electrical Permit New Construction Remodel of Installation Commercial Industrial	Approved Electrical Plan Duly Filled Application Inspection Form Verification Form	In-Charge/ Owner or Representative	1. Receive Application	Clerical	15 mins	2 days
			2. Verify Status of Work	Inspectors / Engineers	1 day	
			3. Assess Payment	Inspectors / Engineers	30 mins	
			4. Issue O.P. / Process	Clerical	15 mins	
			5. Approve	Chief	1 hour	
			6. Release	Clerical	30 mins	
3. Issue Electrical Permit Reconnection Relocation Transfer of Service	Duly Filled Application Inspection Form Verification Form	In – Charge / Owner or Representative	1. Receive Application	Clerical	10 mins	2 hours
			2. Assess Payment	Clerical	10 mins	
			4. Issue O.P. / Process	Clerical	30 mins	
			5. Approve	Chief	30 mins	
			6. Release	Clerical	10 mins	

4. Project Inspection	As-Built Electrical Plan Test Data Signed Request for Inspection	In – Charge / Owner or Representative	1. Receive / Assign Application	Clerical	30 mins	3 days
			2. Inspection	Inspectors / Engineers	1 – 3 days	
			3. Process Application	Inspectors / Engineers	Included	
			4. Release Application	Inspectors / Engineers	Included	
5. Issue C.F.E.I.	Approved Request for Inspection Forms O.R. of Additional Fees Signed C.F.E.I. Forms	In – Charge / Owner or Representative	1. Issue O.P. (of Reg.)	Clerical	15 mins	2 days
			2. Process C.F.E.I.	Clerical	30 mins	
			3. Sign C.F.E.I.	Inspector / Engineers	15 mins	
			4. Approve C.F.E.I.	Chief	1 hour	
			5. Transmit C.F.E.I to Building Official	Clerical, Building Official	1 day	
			6. Log / Release	Clerical	30 mins	
6. Annual Inspection	Approved/ As-Built Electrical Plans Business Permit Previous nspection Reports Latest C.F.E.I. Maintenance Test Data	Annual – None Required	1. Issue Appointments	Inspectors / Engineers	1 hour	3 days
			2. Check Submittals	Inspectors / Engineers	1 hour	
			3. Conduct Ocular/Issues Inspection Report	Inspectors / Engineers	1 – 3 days	
			4. Issue O.P./Process Annual Report	Clerical	1 hour	
			5. Approved Annual Reports	Chief	1 hour	
			6. Log / Release	Clerical	15 minutes	

1. By- Admin Projects			1. Site Survey	Inspectors / Engineers	1 day	7 days
			2. Preparation of Plans / Estimates	-----do-----	1 day	
			3. Installation / Erection	Electricians	5 days	
			4. Monitoring / Supervision	Inspectors / Engineers	Included	
			5. Energization / Completion	Inspectors / Engineers	Included	
2. Electrical Maintenance	Verbal or Formal Request	Government Offices Barangays Concerned Persons	1. Site Survey	Inspectors / Engineers	1 day	2 days
			2. Prepares Estimates Job Orders	-----do-----	1 hour	
			3. Delegate Work	Elec. Foreman	30 mins	
			4. Check / Repair Troubleshoot	Electricians	1 hour	
			5. Prepare Acc. Reports	Inspectors / Engineers	30 mins	