



REPUBLIC OF THE PHILIPPINES
METROPOLITAN MANILA
CITY GOVERNMENT OF MALABON
CITY ENGINEERING DEPARTMENT



CHECKLIST OF REQUIREMENTS FOR THE APPLICATION OF ELECTRICAL PERMIT

- Two (2) copies of duly accomplished Electrical Permit Forms
- 1 original and 2 photocopies of Proof of Ownership
 - In case the applicant is the registered owner of the lot: certified true copy of latest Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT), on file with the Registry of Deeds
 - In case the applicant is not the registered owner of the lot, in addition to the certified true copy of latest OCT/TCT, any of the following: duly notarized copy of the Contract of Lease, Award Notice, Deed of Absolute Sale, Contract to Sell, Extra-Judicial Settlement or Authority from the registered owner, Affidavit of Consent from registered owner/ co-owners
 - Special Power of Attorney (for individuals) or Board Resolution/Secretary's Certificate (for corporations/HoAs) for the authorized representative/signatory in behalf of the owner/applicant
 - Certification from CUPAO, in case the applicant is a member of the informal settler sector
- Three (3) Photocopies of Tax Declaration, Current Real Property Tax Receipt, and Tax Clearance
- Original copy of Barangay Clearance for Electrical Permit
- Previous Building/ Occupancy Permit of the structure where the electrical permit is applied
 - One (1) photocopy of building permit/ occupancy permit
 - One (1) certification of building permit (if copy of actual building permit is not available)
 - One (1) copy of approved building plans
- Five (5) sets of Electrical Plans, signed and sealed over the printed name of a duly licensed and registered design professional (Professional Electrical Engineer), approved by the owner/applicant, and must contain the following details as per National Building Code Rule 1:3.2.2.4:
 - Location Plan
 - Legend and General Notes
 - Electrical (Lighting and Power) Layout with Dimensions
 - Schedule of Loads
 - Detailed Electrical Design Analysis
- One (1) photocopy of latest PRC Identification Card and Professional Tax Receipt, signed (three original specimen signatures) and sealed by the respective professionals
- Photocopy of government-issued ID of applicant/owner/ co-owners with three (3) original specimen signature
- Authorization Letter to transact on behalf of the applicant/ owner or SPA from owner/applicant and photocopy of valid ID of authorized representative with three original specimen signature
- Yellow Card (from MERALCO)
- Certificate of Structural Stability in case of solar net-metering

NOTES:

- Only COMPLETE and COMPLIANT applications will be accepted.

REQUIRED SIZE OF ELECTRICAL PLANS:

- A3 (297 mm x 420 mm) or Standard Size for RESIDENTIAL BUILDINGS
- Standard Size (20" x 30" or 30" x 40") for COMMERCIAL AND OTHER BUILDING TYPES
- Plans must be drawn to scale of not less than 1:100 m showing readable/clear/complete labels, dimensions and specification

CHECKLIST OF REQUIREMENTS FOR THE APPLICATION OF CERTIFICATE OF FINAL ELECTRICAL INSPECTION

- Request for Electrical Inspection signed by the applicant
- Photocopy of approved Electrical Permit and Official Receipt
- Photocopy of approved Electrical Plans
- Photocopy of government-issued ID of applicant/owner/ co-owners with three (3) original specimen signature
- Authorization Letter to transact on behalf of the applicant/ owner or SPA from owner/applicant and photocopy of valid ID of authorized representative with three (3) original specimen signature
- Yellow Card (from MERALCO)