



Republic of the Philippines  
City of San Juan, Metro Manila

## OFFICE OF THE BUILDING OFFICIAL

### DOCUMENTARY REQUIREMENTS FOR **ELECTRICAL PERMIT APPLICATION** (Single Dwelling Residential / Commercial / Industrial / Others)

Name of Applicant / Owner: \_\_\_\_\_

Project Title: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Telephone / Mobile No.: \_\_\_\_\_

#### Documents to be submitted fastened in a long folder:

Application No. \_\_\_\_\_

	DOCUMENTS	REQUIREMENT	RECEIVED	VERIFIED
1.	Application Form for Electrical and CFEI duly signed & sealed by a Professional Electrical Engineer	2 copies		
2.	Colored photocopies of PRC ID & PTR with original signed & sealed	2 copies		
3.	Electrical Plan or Schedule of Loads signed and sealed by a Professional Electrical Engineer	2 copies		
4.	Photocopy of Transfer Certificate of Title (TCT) or Contract of Lease (for tenants)	2 copies		
5.	Photos (house exterior / interior; location of meter base to be installed)			
6.	Yellow card from MERALCO			
7.	Photocopy of CEDULA	2 copies		
<b>Additional documents to be submitted IF to be processed by contractors or any appointed person:</b>				
1.	Authorization Letter (notarized)	2 copies		
2.	Photocopy of valid ID of owner with three (3) specimen signatures	2 copies		

Received by: \_\_\_\_\_

Date: \_\_\_\_\_