



CITY GOVERNMENT OF SURIGAO

Office of the City Building Official

City Hall, Rizal Street, Surigao City, Surigao del Norte

(086) 826 8120 cmo@surigaocity.gov.ph



DOCUMENT CODE NUMBER			
FM-CGS-OCBO-004			
ISSUE STATUS	REV. NO.	EFFECTIVE DATE	PAGE NO.
01	00	06.24.2024	1 of 2

ELECTRICAL PERMIT

APPLICATION NO.

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EP NO

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BUILDING PERMIT NO.

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BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE OWNER/APPLICANT)

OWNER/APPLICANT		LAST NAME		FIRST NAME		M.I.	TIN
FOR CONSTRUCTION OWNED		FORM OF OWNERSHIP		USE OR CHARACTER OF OCCUPANCY			
BY AN ENTERPRISE							
ADDRESS:	NO.,	STREET,	BARANGAY,	CITY	ZIP CODE	CONTACT NO. / EMAIL ADDRESS	
LOCATION OF CONSTRUCTION: LOT NO. _____ BLK NO. _____ TCT NO. _____ TAX DEC. NO. _____							
STREET _____ BARANGAY _____ SURIGAO CITY.							
SCOPE OF WORK							
<input type="checkbox"/> NEW INSTALLATION	<input type="checkbox"/> RECONNECTION OF SERVICE ENTRANCE		<input type="checkbox"/> RELOCATION OF SERVICE ENTRANCE				
<input type="checkbox"/> ANNUAL INSPECTION	<input type="checkbox"/> SEPARATION OF SERVICE ENTRANCE		<input type="checkbox"/> OTHERS (Specify) _____				
<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> UPGRADING OF SERVICE ENTRANCE		_____				
SUMMARY OF ELECTRICAL LOADS/CAPACITIES APPLIED FOR							
TOTAL CONNECTED LOAD		TOTAL TRANSFORMER CAPACITY			TOTAL GENERATOR/UPS CAPACITY		
_____ kVA		_____ kVA			_____ kVA		

BOX 2 (TO BE ACCOMPLISHED IN PRINT BY THE DESIGN PROFESSIONAL)

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS		
_____ Date _____ PROFESSIONAL ELECTRICAL ENGINEER (Signed and Sealed Over Printed Name)	Address	
	PRC. No	Validity
	PTR. No	Date Issued
	Issued at	TIN

BOX 3

SUPERVISOR / IN-CHARGE OF ELECTRICAL WORKS		
<input type="checkbox"/> PROFESSIONAL ELECTRICAL ENGINEER	<input type="checkbox"/> REGISTERED ELECTRICAL ENGINEER	<input type="checkbox"/> REGISTERED MASTER ELECTRICIAN
_____ Date _____ (Signed and Sealed Over Printed Name)		
PRC. No	Validity	
PTR. No	Date Issued	
Issued at	TIN	
Address		

BOX 4

BUILDING OWNER		
_____ (Signature over Printed name) Date: _____		
Address		
C.T.C. No.	Date Issued	Place Issued

BOX 5

WITH MY CONSENT: LOT OWNER		
_____ (Signature over Printed name) Date: _____		
Address		
C.T.C. No.	Date Issued	Place Issued



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TO BE ACCOMPLISHED BY THE PROCESSING & EVALUATION DIVISION

BOX 6

RECEIVED BY: _____	DATE: _____
FIVE (5) SETS OF ELECTRICAL DOCUMENTS	
<input type="checkbox"/> ELECTRICAL PLANS AND SPECIFICATIONS	<input type="checkbox"/> EXPECTED DATE OF COMPLETION/INSTALLATION/CONSTRUCTION _____
<input type="checkbox"/> SPECIAL FIXTURES AND EQUIPMENT	<input type="checkbox"/> OTHERS (Specify) _____
<input type="checkbox"/> PROPOSED STARTING DATE OF INSTALLATION/CONSTRUCTION _____	_____

BOX 7

PROGRESS FLOW					
	IN		OUT		PROCESSED BY: _____ ELECTRICAL ENGINEER
	DATE	TIME	DATE	TIME	
ELECTRICAL					
OTHERS (Specify)					

BOX 8

ACTION TAKEN:

PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:

- That the proposed electrical works shall be in accordance with the electrical plans filed with this Office and in conformity with the provisions of the latest Philippine Electrical Codes, the National Building Code and its IRR.
- That prior to any electrical installation, the Owner/Permittee shall submit a duly accomplished prescribed **Notice of Construction** to the Office of the Building Official.
- That for installed electrical capacity of 200 amperes and above at 230 volts nominal and above, a specialty electrical contractor duly licensed by the Philippine Contractors Accreditation Board (PCAB) shall be required.
- That a duly licensed electrical practitioner shall be in-charge of the installation, and that upon completion of the electrical works, he shall submit the entry of the logbook duly signed and sealed to the OBO including as-built plans and other documents. He shall also accomplish the Certificate of Completion stating that the electrical works conform to the provisions of the Philippine Electrical Codes, the National Building Code and its IRR.
- That this permit is **null and void** unless accompanied by the building permit except for projects involving purely electrical works in which case only the building permit number of the existing building/structure shall be required.
- That a Certificate of Final Electrical Inspection (CFEI) shall be secured prior to the actual occupancy of the building.
- That this permit shall be posted at the door or site of work.

PERMIT ISSUED BY:

CITY BUILDING OFFICIAL
(Signature Over Printed Name)
Date _____