



CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI)

For Old Buildings with Main Circuit Breaker **Above 200 Amperes**
(New / Reconnection / Burnout Meter / Relocation of Meter)

CHECKLIST OF REQUIREMENTS

Telephone No. **(046) 481-4121 / (046) 481-4100 local 215**

A. Documents

- 1. Transfer Certificate of Title (TCT)
 - If the applicant is NOT the registered owner of the land *(submit any of the following)*
 - ❖ ___ Deed of Absolute Sale
 - ❖ ___ Contract to Sell
 - ❖ ___ Lease Contract
 - ❖ ___ Land Owner's Affidavit of Consent or any equivalent *(with valid ID's of the registered land owner)*
- 2. Tax Declaration of Land & Building *(if the building is NOT yet declared, submit any of the following)*
 - ___ Acknowledgement Receipt for Appraisal & Assessment *(from Assessor)*
 - ___ Request for Appraisal & Assessment of Building/Machineries/Other Structures Form *(from Assessor)*
- 3. Tax Clearance of Real Property for Land & Building *(updated)*
- 4. Application Forms
 - ___ Information Sheet & Inspection Report Form for CFEI application
 - ___ Application for Electrical Permit Form *(signed & sealed by)*
 - ✓ Professional Electrical Engineer (PEE) on BOX 2
 - ✓ Licensed Electrical Contractor with scanned copy of PCAB license on BOX 3
 - ✓ Licensed Electrical Practitioner on BOX 4
 - ___ Certificate of Final Electrical Inspection/Completion Form *(signed & sealed by)*
 - ✓ Licensed Electrical Practitioner
 - ✓ Electrical Contractor with scanned copy of PCAB license
- 5. Electrical Plans with Voltage Drop and Short Circuit Calculations
 - ✓ *(signed & sealed by a professional electrical engineer (PEE) with attached clear photocopy of updated PRC ID & PTR with 3 specimen signature)*
- 6. Approved Yellow Card from MERALCO *(with SIN/Case Number)*
- 7. Full view picture *(colored - Size: 5R) of the building*
 - ✓ *(showing the meter base with printed/written full name of the applicant / representative and the date & time the picture was taken)*

B. Supplementary Documents *(maybe required depending on the result of the inspection)*

- 1. Building Permit (BP)
- 2. Certificate of Occupancy (COO)
- 3. Extension/Renovation Permit
- 4. Schedule of Loads
- 5. Correction of violations *(if any)* such as removal of encroachment, etc.

REMARKS

- Complete Documents
- Incomplete Documents *(please comply documents with unchecked boxes)*

Name of Receiving Officer:	_____
Date & Time Returned:	_____
Signature of applicant:	_____

NOTES:

- All application forms are available in OSCP and/or on the website
- All the fully accomplished forms and requirements must be stapled except for the drawing plans & reports
- **ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED**
- Bring the checklist when submitting your application
- Keep your **FOLLOW-UP SLIP** at all times, **"NO FOLLOW-UP SLIP, NO RELEASE"**