

Issuance of Payment Receipt for Use of Municipal Port Terminal

ABOUT THE SERVICES: A Certificate of Final Electrical inspection (CFEI) is required before any building/structure is used or occupied. It is usually secured after the completion of electrical installation and issue requirement in securing power service connection from the Sorsogon Electric Cooperative.

It is also required if there is any change in the existing use or occupant classification of a building/structure or any portion thereof.

Sec. 1.2.2.2 of Philippines Electrical Code states that no electrical installation, alteration and or/addition shall be connected or reconnected any power supply or any source of electrical energy without a CFEI obtaining from the Government Authority Concerned.

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| CLIENT GROUPS: | Individuals, firms or cooperation's seeking an Occupancy Permit |
| REQUIREMENTS: | <ul style="list-style-type: none">• Location/Sketch Plan of Electrical Layout for 1-9 outlets only one more than 1620 VA for indigenous dwellings• Electrical Permit (NBC Form No. A-03)<ul style="list-style-type: none">• Electrical Plans• Electrical Specifications• Bill of Materials and Cost Estimates |
| SERVICE SCHEDULE: | Mondays to Fridays 8:00 AM to 12:00 NN, 1:00 PM to 5:00 PM |
| TOTAL PROCESSING TIME: | 1 hour and 50 minutes |

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| TOTAL FEES/CHARGES: | Please refer to the Revised Edition of National Building Code (NCBDO MEMORANDUM CIRCULAR NO. 1, Series of 2004 Schedule of Building Permit Fees and Other Charges) |
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Step 1 >> 10 minutes

Present the required supporting documents to any member of the building staff for initial verification of the requirements.

Verifies all necessary plans/documents appropriate to the project and advises the client of the schedule of inspection.

Building Official Engineering Staff

Step 2 >> 15 minutes

Accompany the engineering team during the inspection of the site to answer whatever questions it may have.

Conducts site inspection.

Building Official Engineering Staff

Step 3 >>

Inquire about the results of evaluation and assessment one day after submission of documents.

- a. if there are no deficiencies, proceed to Step 6.
- b. If there are deficiencies, you will be informed of said deficiencies

Informs the client whether the documents and requirements are complete and in order and whether plans and documents require correction.

Building Official Engineering Staff

Step 4 >> 20 minutes

Request for schedule of re-inspection

Receives and reviews submission if any. Re-schedules re-inspection.

Building Official Engineering Staff

Step 5 >> 10 minutes

Accompany the engineering team during the re-inspection of the site.

Conducts re-inspection

Building Official Engineering Staff

Step 6 >>

After the documents/ requirements and/ or corrections have been found to be complete and/or in order, secure an order of payment.

Issues an order of payment.

Building Official Engineering Staff

Step 7 >> 10 minutes

Present the order of payment to the Municipal Treasurer's office, pay the required fees and secure an official receipt

Receives payment and issues official receipt.

Revenue Collection Staff

Step 8 >> 5 minutes

Go back to the Municipal Engineer's office and submit photocopy of the official receipt.

Advice client to come back after one working day to claim the certificate of final electrical inspection.

Building Official Engineering Staff

Step 9 >> 5 minutes

Secure approved Certification

Releases approved certificate of final electrical inspection

Building Official Engineering Staff