



Republic of the Philippines
City Government of Valenzuela
OFFICE OF THE BUILDING OFFICIAL
(ONE STOP SHOP FOR CONSTRUCTION PERMIT)



**DOCUMENTARY REQUIREMENTS FOR
ACCESSORY PERMITS (VARIOUS)**

PERMIT FOR TEMPORARY SERVICE CONNECTION

- Four (4) copies of properly filled up and notarized Temporary Service Connection Permit Forms
- Four (4) sets of complete Electrical plans/ layout signed and sealed by the concerned professional;
- Four (4) clear photocopies of Valid Professional Licenses (PRC I.D.) and Professional Tax Receipts (PTR) of the concerned professional/s.
- Four (4) sets of Photos showing the following: Site proper (entire exterior), Wiring installation, Circuit Breaker or Fuse/ Fuse Box (close-up), Main service entrance/ Service Drop.

*** nothing follows ***

Barangay Clearance, Tax Clearance and Latest/updated copy of Tax Declaration shall be processed in the OSCP and shall be billed accordingly reflecting in the Order of Payment.

NOTES:

- Please include this checklist when submitting the above-mentioned documents for your application.
- All the fully accomplished above-mentioned forms and requirements must be fastened in a LONG FOLDER including the Drawing Plans and reports upon submission. (make 4 sets).
- Only COMPLETE and COMPLIANT application will be accepted.
- Keep your CLAIM STUB at all times; **"NO CLAIM STUB, NO RELEASE!"** Policy.
- ***A surcharge of 100% shall be imposed and collected from any person who shall construct, repair (buildings), install (Electro-mechanical equipments), alter or cause any change in the use or occupancy of any building or parts thereof or appurtenances thereto without any permit. (Section 25.1 of Rule III of the National Building Code/PD 1096)***



NBC FORM NO. E - 03

PERMIT FOR TEMPORARY SERVICE CONNECTION

CONTROL NO.

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PTSC 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 BY AN ENTERPRISE		FORM OF OWNERSHIP		USE OR CHARACTER OF OCCUPANCY	
ADDRESS: NO., STREET, BARANGAY,		CITY/MUNICIPALITY		ZIP CODE	TELEPHONE NO
LOCATION OF CONSTRUCTION: LOT NO. _____ BLK NO. _____ TCT NO. _____ TAX DEC. NO. _____					
STREET _____ BARANGAY _____ CITY/ MUNICIPALITY OF _____					
PURPOSE: <input type="checkbox"/> FOR CONSTRUCTION <input type="checkbox"/> FOR TESTING <input type="checkbox"/> OTHERS (Specify) _____					
SUMMARY OF ELECTRICAL LOADS / CAPACITIES APPLIED FOR					
TOTAL CONNECTED LOAD _____ kVA		TOTAL TRANSFORMER CAPACITY _____ kVA		TOTAL GENERATOR/UPS CAPACITY _____ kVA	

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

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS			
_____ PROFESSIONAL ELECTRICAL ENGINEER (Signed and Sealed Over Printed Name) Date _____	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 (TO BE ACCOMPLISHED BY THE OWNER / APPLICANT)

_____ (Signature Over Printed Name) Date _____	Address		
	C.T.C. No.		
	Date Issued		
	Place Issued		

BOX 4 (TO BE ACCOMPLISHED BY THE PROCESSING & EVALUATION DIVISION)

FEE PAID: _____	OFFICIAL RECEIPT NO.: _____
DATE PAID: _____	DATE ISSUED : _____

BOX 5 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

ACTION TAKEN:

Permit is hereby issued/granted to _____
with postal address at _____
to connect the electrical installation with the authorized load and purpose specified therewith pursuant to pertinent provision of the latest Philippine Electrical Code, the National Building Code and its Implementing Rules and Regulations for a period of _____ () days from date _____ after which period the service shall be disconnected unless actually extended or renewed before the expiry date.

This permit shall be suspended or revoked any time before its expiration whenever alterations or change in the wiring system have rendered it unsafe.

PERMIT ISSUED BY:

BUILDING OFFICIAL
(Signature Over Printed Name)
Date _____