

## Issuance of Certificate of Electrical Connection

<b>Office or Division:</b>	Municipal Planning & Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Residential houses availing of electrical connections			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 photocopy of Approved Building Permit 1 photocopy of Certificate of Zoning Compliance		Municipal Engineering Office Zoning Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the service and submit requirements	1. Verify and assess requirements submitted 1.1 Advise client to pay required fees at the Treasury Office 1.2 Process Certification for Electrical Connection	none	15 min	<i>Mun. Planning Dev. Officer/Zoning Officer MPD Office</i>
2. Proceed to the Treasury Office for payment of fees	2.1. Receive payment and issue Official receipt	Certification Fee – P50.00 Zoning Fee – P50.00 Certification Fee – P50.00 Inspection Fee – P200.00 Occupancy Fee – P200.00	5 minutes	<i>Clerk/ Rev. Collection Clerk II/ Mun. Treasurer  Treasury Office</i>
		Documentary Stamp – P30.00		
3. Return to MPDO Officer for the release of Certificate of Electrical Connection	3. Issue Certificate for electrical connection	none	5 minutes	<i>Mun. Planning Dev. Officer/Zoning Officer MPD Office</i>
	<b>TOTAL</b>	<b>P580.00</b>	<b>25 minutes</b>	