

**Checklist of Requirement in the Application for Electrical Wiring  
Installation/s of Industrial Facilities**

- 1. Covering / Transmittal Letter with pertinent information such as name of establishment as reflected in the application form, contact name and tel./cell phone number of the applicant/contact person.
- 2. Three (3) printed copy of plans/drawings and application form signed and sealed by a Professional Electrical Engineer (PEE); and universal serial bus (USB) flash drive containing the requirements in read-only in the form of portable document format (PDF) reflecting PRC and PTR Number of the signing PEE.

All electrical plans and drawings shall be drawn on drawing sheets of the following standard size:

760 mm X 1000 mm
600 mm X 900 mm
500 mm X 760 mm

Submitted drawing plans should be folded in a size same as the application forms showing the drawing sheet number (lower right) of the drawing plan.

The following shall be incorporated in the plans/drawing

- 2.1 Location and site plan;
  - Location of service drop, service equipment, nearest pole and meter including the clearance of service drop and service entrance
- 2.2 General notes and/or specifications;
  - Nature of electrical services, including of number of phases, number of wire and phases
  - Types of wiring ; Service entrance, feeder sub-feeders, branch circuit
  - Special equipment
  - System or method of grounding
  - Mounting heights of meter, outlet and lighting switch
- 2.3 Legend or symbol and schedule of loads;
- 2.4 Plans for power and lighting (drawing with scale);
- 2.5 Design analysis and computations; (voltage drop calculation, short circuit computation w/ diagram, Protection Coordination and Arc Flash Analysis);
- 2.6 Single line diagram for the entire installation;
- 2.7 Plans for fire detection and alarm circuits (if any);
- 2.8 Plans and specifications for indoor and/or outdoor substation; and
- 2.9 Grounding and Bonding
- 3. All plans/drawings and application forms are to be signed by the owner/manager or his/her authorized representative;
- 4. Indicate the company's TIN in the application forms;
- 5. Photocopy of the valid PRC ID & PTR of the PEE who signed & sealed the plans and the PEE/REE who is in-charged / to supervise the installation;
- 6. DOLE issued Certificate of appearance of the signing PEE

In the event that the said PEE has not yet obtained a certificate of appearance, he/ she is required to appear personally at the Bureau or at the DOLE Regional/ Field / Provincial Office so that the corresponding certificate of appearance, duly signed by the Bureau Director, the Regional Director or the Asst. Regional Director, whichever is applicable, will be issued;

For those PEE's who prefers to apply online, you may send letter of request to email address: [bwc.secretary@gmail.com](mailto:bwc.secretary@gmail.com).

Note:

- 1) All applications for electrical wiring installations within the area of jurisdiction of the following chartered cities shall be submitted directly to the Building Official of the concerned Local Government Unit (LGU):

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|------------------|-------------------|------------------|
| 1.1 Manila City  | 1.5 Batangas City | 1.9 Mandaue City |
| 1.2 Quezon City  | 1.6 Iloilo City   | 1.10 Davao City  |
| 1.3 Calocan City | 1.7 Bacolod City  |                  |
| 1.4 Pasay City   | 1.8 Cebu City     |                  |