

ISSUANCE OF CERTIFICATE OF ELECTRICAL INSPECTION

**MUNICIPAL ENGINEERING OFFICE
Monday – Friday (8:00am – 5:00pm)**

Requirements:

1. Properly filled – up of CEI forms duly signed by registered electrical engineer/ master electrician.
2. Certificate of Occupancy for new connection.
3. Proof of Property for reactivation & new connection.
4. Building permit for temporary connection.
5. Oath undertaking in case the applicant is not registered owner of property.

Procedure:

No.	Applicant/s	Service Provider	Duration	Concern Person	Fees	Form
1.	Locate the place of installation	Inspection	1 day	Engr. Edwin Wagan	None	
2.	Present all the required documents	Review, evaluate& assess required documents.	1 hour	M.E.O Staff / Building Official	None	C.E.I Form
3.	Payment to the Cashier	Process payment and issue Official Receipt.	3 min.	Cashier	As per issued Order of payment.	
4.	Logbook for release.	Grant / Issue Certificate.	1min.	M.E.O Staff	None	