



PHILIPPINE ECONOMIC ZONE AUTHORITY

OFFICE OF THE BUILDING OFFICIAL (OBO)

CERTIFICATE OF ELECTRICAL INSPECTION (CEI) REQUIREMENTS

CEI Application: Temporary Permanent

Project Title: _____

- _____ 1. One (1) set of ELECTRICAL AS-BUILT PLANS, signed and sealed by a Professional Electrical Engineer (PEE), with emphasis on the following:
 - a.) SINGLE LINE DIAGRAM PLAN with complete specifications data such as sizes of wires, line or phase voltage and rating of transformer/s either owned by a utility service provider or provided by the owner/applicant, ratings of circuit breaker and protective devices, etc.;
 - b.) LOAD SCHEDULE PLAN with detailed data such as specific load description, quantity, ratings, phase, operating voltage, circuit protection and size of wires, etc.;
 - c.) SERVICE ENTRANCE / CONCRETE PEDESTAL DETAIL PLAN;
 - d.) GROUNDING SYSTEM LAYOUT PLAN;
 - e.) DISTRIBUTION LINE LAYOUT PLAN;
 - f.) TRANSMISSION LINE LAYOUT PLAN (required for Special Ecozone Developers);
 - g.) SITE DEVELOPMENT and LOCATION PLAN;
 - h.) SHORT CIRCUIT ANALYSIS and VOLTAGE DROP CALCULATION (these could also be submitted or presented in separate documents);

- _____ 2. PROOF OF APPLICATION from an electric utility provider servicing the plant (say, MERALCO);

- _____ 3. Copy of TEST REPORTS pertaining to the electrical system that will be inspected;

- _____ 4. Copy of approved ELECTRICAL PERMIT and Assessment Fees (Statement of Account) pertaining to the project;

- _____ 5. LETTER OF APPLICATION for the issuance of CEI from the locator/owner or from contractor. (If thru a contractor, provide a letter from locator/owner authorizing the contractor to represent him/her in transactions to secure CEI).
 - **Addressed to the DIRECTOR GENERAL** (for PEZA-registered enterprises located in NCR, Central Luzon and Bicol areas being handled by OBO in Head Office); OR,
 - **Addressed to the PEZA ZONE ADMINISTRATOR** (for locators under the jurisdiction of OBOs in CEZ, MEZ, BCEZ, Laguna and Batangas); AND,
 - **Attention to: The PEZA BUILDING OFFICIAL.**

IMPORTANT REMINDERS:

1. Please bring this accomplished checklist when submitting the above-listed requirements.
2. Incomplete requirements will not be received by this office and would delay the processing of CEI application.
3. All designs and installations should be compliant with the standard requirements/provisions of the latest edition of the Philippine Electrical Code (P.E.C.).

Date of Filing: _____

Received by: _____

Designation: _____