



Issuance of Mayor's Permit for Electrical Installation

Permit given to residents who wants to avail of electric power supply from the Tarlac Electric Cooperative I (TARELCO I) for residential and commercial use.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS *1 photocopy each of the following			WHERE TO SECURE	
1. Applicant's valid identification card or ID			Applicant's employment company or from any Government Agency	
2. Wiring inspection report, electrical plan and location map			TARELCO I	
3. Community Tax Certificate or Cedula			Municipal Treasury Office	
4. Official Receipts for <ul style="list-style-type: none"> ▪ Fire Safety Clearance (Electrical Clearance) ▪ Municipal Engineer's/Building Official Certification ▪ Mayor's Permit for Electrical Installation 				
5. Barangay Clearance			Barangay Hall	
6. Fire Safety Clearance (Electrical Clearance)			Bureau of Fire Protection – Camiling Fire Station	
7. Municipal Engineer's/Building Official Certification			Municipal Engineering Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay the required fees to the Municipal Treasury Office	1. Receive payment and issue Official Receipts	<ul style="list-style-type: none"> ▪ Mayor's Permit for Electrical Installation - P 150.00 ▪ Fire Safety Clearance (Electrical Clearance) - P100.00 ▪ Municipal Engineer's/ Building Official Certification - P50.00 	3 minutes	Revenue Collection Clerk Municipal Treasury Office
2. Sign in the client log book at the office lobby	2. Let the client log-in	None	1 minute	Receiving Clerk Mayor's Office



3. Submit complete requirements	3. Receive and check completeness of documents	None	2 minutes	<i>Receiving Clerk</i> Mayor's Office
4. Wait for the releasing of the Mayor's Permit for Electrical Installation	4. Prepare and release the duly signed Mayor's Clearance	None	5 minutes	<i>Administrative Aide</i> Mayor's Office
TOTAL		P300.00	11 minutes	