



**SUBIC BAY**  
METROPOLITAN AUTHORITY

**CHECKLIST FOR ELECTRICAL SERVICE REQUEST**

<b>Applicant</b> :	_____	<b>Business Name</b> :	_____
<b>Address</b> :	_____	<b>Tel/Mobile &amp; Fax No.</b> :	_____
	_____	<b>Email Ad.</b> :	_____
	_____	<b>BIR TIN No.</b> :	_____
<b>Project</b> :	_____	<b>Contact Person</b> :	_____
	_____		

**APPLICATION FOR:**

- Energization of New Electrical Installation**
  - Particular Mandatory Requirement
    - \_\_\_ 1. Approved Building Permit
    - \_\_\_ 2. Occupancy Certificate
- Temporary Service Connection**
  - Particular Mandatory Requirement
    - \_\_\_ 1. Accomplished Permit for Temporary Power Connection
- Reactivation of Electrical Service**
  - Particular Mandatory Requirement
    - \_\_\_ 1. Insulation Test Result (if disconnected for a year)
- Disconnection**
  - Particular Mandatory Requirement
    - \_\_\_ 1. Notice of Condemned Installation
- Relocation of Meter/ Separation of Meter/ Upgrading of Power**
  - Particular Mandatory Requirement
    - \_\_\_ 1. Approved Electrical Permit
- Right of Way**

**Mandatory Checklist Requirement:**

1. **SBMA Department Clearances (1 copy)**
  - \_\_\_ **Business Group** (Bldg. 225 Dewey Ave., CBD, SBFZ)
  - \_\_\_ **Land and Assets Development Department** (Bldg. 332 Burgos Street CBD Area SBFZ)
  - \_\_\_ **Ecology Clearance (ECOLOGY CENTER)** (G/F Regulatory Bldg. Rizal highway Corner Labitan St. SBFZ)
  - \_\_\_ **Other Department:** as may be required

2. **Clearances/Approval/recommendation from Subic Enerzone Inc. for**
  - \_\_\_ Nearest pole or tapping point
  - \_\_\_ Service drop Location (proposed or existing)
  - \_\_\_ Service drop requirement
  - \_\_\_ Nature of service
  - \_\_\_ Transformer Requirement for Short Circuit Analysis Or Utility Short Circuit

\_\_\_\_\_  
*Signature over Printed Name*  
 Authorized Rep., Subic Enerzone Corp.

**This should be included in the plan**

3. **Clearances/ Endorsement from respective Engineering department of main lessee (1 copy)**
  - \_\_\_ **SBDMC** (Administration Bldg. Argonaut Highway Corner Rizal Highway SBGP1, SBFZ)
  - \_\_\_ **Subic Techno Park Corp.** (Subic Techno Center Bldg. Argonaut Highway Boton Area SBFZ)
  - \_\_\_ **Subic Commercial and Light Industrial Park** (Boton Lights SBFZ)
  - \_\_\_ **Building Owner/Representative/Main Lessee**

**4. Checklist of Requirements**

- Electrical Plan and Specifications Signed and Sealed by Professional Electrical Engineer**  
(Detailed requirement for the plans must be attached for reference) **(1 copy)**
- Certificate of Final Electrical Inspection/Completion (CFEI)** Duly Accomplished and Signed by a Licensed Electrical Practitioner **(2 copies)**
- Insulation Test Result Conducted and or Witnessed by a Licensed Electrical Practitioner (1 copy)**

- Applicants shall submit all documentary requirements
- Application with complete documents will be issued a notice of acceptance and will be instructed to come back on the prescribed date and time
- Applicants shall submit letter of intent
- Letter of authorization from the owner/company to transact in their behalf (as applicable)

**Result of Submission of Requirements:**

- APPLICATION RECEIVED

- APPLICATION RETURNED

**Assessed by:**

**Acknowledged & Accepted by:**

BPSP - SBMA Representative / Designation  
 (Signature over printed name)  
 Date /Time: \_\_\_\_\_

Applicant – Representative  
 (Signature over printed name)  
 Date /Time: \_\_\_\_\_

**NOTE: APPLICANTS WITH INCOMPLETE REQUIREMENTS WILL NOT BE ACCEPTED**

